



**Assessment Advisory Council
September 28, 2017
William J. Lindsay Building-Rm 114
3:45 p.m. - 5:00 p.m.**

***In attendance:** Richard Steed Alberti, Dr. Jean Anastasia, Dr. Troy Tucker, Dr. Alex Atwood, Dr. Iaroslava Babenchuk, Nicholas Bosco, Dr. Courtney Brewer, Theresa Dereme, Nancy Ellis, J.D., Dr. Alexander Kasiukov, David Macholz, Dr. Patty Munsch, Mary Reese, Dr. Lauren Tacke-Cushing, Dr. Helen Wittman, Dr. Jeffrey Pedersen, and Kaliah D. Greene*

Dr. Jeffrey Pedersen welcomed the members and introduced the College's new Executive Director of Planning and Institutional Effectiveness, Ms. Kaliah D. Greene. He noted that Ms. Greene will be serving as one of the co-chairs and helping the Council re-imagine its work. Dr. Pedersen continued that the Council needs to find new ways to help the college community with Unit Reviews and Annual Assessments.

Dr. Pedersen provided a brief history of the AAC, including the Council's work after the college was cited by Middle States for not meeting the assessment of student learning and institutional planning outcomes. Dr. Pedersen noted that the college should continue building an integrated planning system that includes assessment (unit reviews) and evaluation (program reviews). Dr. Pedersen stated that the AAC works as accountability and service agents to the college community. Dr. Pedersen concluded that Dr. McKay thanked the group for their hard work and what the AAC does for the college. Dr. Pedersen also thanked Dr. Helen Wittmann for her help with the AAC and assisting with developing a culture of assessment at the college.

Dr. Wittmann called for a vote to approve the April 27, 2017 meeting minutes. The minutes were unanimously approved.

Dr. Lauren Tacke-Cushing gave an update on the self-study report and asked AAC members to provide feedback on the document via the Google survey or e-mails to the co-chairs. Dr. Tacke-Cushing encouraged members to review the sections that applied to their programs if time prohibited them from reading the entire document.

Dr. Tacke-Cushing continued that the Middle States team chairs will be visiting the college on November 7, 2017, and returning for the reaccreditation visit March 18, 2018 through March 21, 2018. She requested that members be available to meet with Middle States team members, if necessary. The team will be looking at how accountable we are in our assessment activities.

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Dr. Jean Anastasia briefly discussed restructuring the AAC and stated that she is also looking for feedback on some of the ideas that she and Dr. Tucker had discussed. Moving forward, Dr. Anastasia shared that they thought that the subcommittees needed to be restructured and possibly combined.

Council members discussed having professional development opportunities with in-house and guest speakers sharing information and assessment resources with members. In addition, members believed it would be beneficial to bring in those who participated in annual assessment and /or program review from a previous year to help train individuals about to enter the review process.

Dr. Anastasia noted that the Council reviews over 70 reports each year and asked for additional volunteers to serve on subcommittees. Members of the Council were asked to contact her directly if they wanted to serve. To move towards balancing the subcommittees, Drs. Anastasia and Tucker suggested that the Council combine the AES Unit Review and AES Unit Annual Assessment subcommittees and the General Education and Annual Course Assessment subcommittees.

Dr. Tucker stated that assessment has become a major focal point for Middle States and noted that subcommittees help the Council show that the college is being accountable and providing feedback to further enhance the assessment process. Dr. Tucker believes that we need to recruit more AAC members and then supply them with workshops to train, motivate and give the members the tools to help them understand assessment. Another suggestion is to possibly look at other institutions for samples of how they do assessment. Constructive criticism and added comments can be brought back to the group to provide valuable information.

Dr. Tucker is looking into what types of workshops would be most helpful for professional development and is willing to take suggestions to help train the committee members with what they need. Dr. Tucker believes that there is nothing more important than having a solid assessment system and asked members to e-mail him with suggestions.

Dr. Iaroslava Babenchuk spoke about program assessment and after having a large amount of information, she felt that some members needed help in closing that loop at the end and knowing what the next steps should be. Dr. Alexander Kasiukov suggested the Council change the assessment cycle and better use the results to improve assessment the next year. Executive Dean Mary Reese noted that SharePoint was a valuable tool for information sharing.

After a brief discussion concerning how assessment results could be better communicated to program and administrative units, members broke into their respective subcommittees.

The meeting adjourned at 5:00 p.m.

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