



Assessment Advisory Council
April 27, 2017
William J. Lindsay Building-Rm 114
3:45 p.m. - 5:00 p.m.

***In attendance:** Steed Alberti, Dr. Alex Atwood, Nicholas Bosco, Dr. Courtney Brewer, Anabel Darini, Dr. Robin Hill, Dr. Alexander Kasiukov, Amy Mueller-Seal, Joseph Napolitano, Rachael Schmidt, J.D., Jill Thornton, Elizabeth A. Tomlet, Dr. William Tucker, Dr. Helen Wittmann, Susan Wood*

Dr. Wittmann welcomed everyone to this last meeting of the semester and asked if everyone had gone over the March 9th, 2017 minutes. The Council did not have enough members at this meeting to have a vote of approval so Dr. Wittmann advised that the council will be approving those minutes either through e-mail correspondence or at our next meeting. Dr. Wittmann asked that if anyone had any edits to add to please to send them to her as soon as possible.

In Dr. Jean Anastasia's absence, Dr. Alexander Atwood stood in to discuss the status of the 2016-2017 General Education Assessments. For the fall of 2016 two reports are complete (HIS 103 and ART 111). They have not had any assessments for the spring of 2017 however they anticipate receiving several assessments shortly.

Dr. Brewer said that there are three reports that are in their final review stages with their faculty which are PSY 101, Math 103 and Comm 101 and she said that they should be ready within a week or two. Dr. Brewer said that the Fall 2017 semester they will be deploying Info Literacy which is being assessed in the Library session of College Seminar. They will also be finalizing Chem 101 and Bio 101. Both Bio 101 and Info Lit will both be a re-assessment.

Nick Bosco also reporting for Dr. Jean Anastasia said that from his area of Annual Course Assessment from the academic year 2013-2014 thru the 2015-2016 there was a noticeable increase with expectations being met as they went from 50 percent of the assessments that were analyzed where the methodologies were meeting expectations, to 97 percent for last year. The results of those departments were showing 41 percent to meeting expectations to now 81 percent exceeding expectations. The proposed action plan of their assessment activities went from 55 percent to now 90 percent. Overall, the units all showed increases in expectations and in most cases exceeded expectations- they went from 54 percent in 203-2014 and presently are 89 percent in 2015-2016. Nick Bosco stressed that he needed more members to join the group to help with the assessments. There are over 60 assessments to be looked at and only five members to help with that task.

After speaking to Steed Alberti and Amy Mueller regarding unit review and Robin Hill and Susan Wood regarding annual assessment, Dr. Troy Tucker also shared that he needs more

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members in his group. Dr. Tucker discussed the unit reviews which is a yearlong process and explained some of the final stages of the unit review which is to bring in the external reviewers and to also do a SWOT analysis. The SWOT analysis really shows where your strengths and weaknesses are. Comparing the units that his sub-committee did this year shows an increase of meeting expectations and completing reviews 100 percent. The quality of the committee has gotten much stricter thus bringing in better reviews.

Dr. Tucker believes that the group still needs additional members, with added professional development to handle the number of annual assessments and unit reviews that are to be done. With the help of some professional development and added members it will lead to more consistent and professional data.

Dr. Lauren Tacke Cushing believes that members should have a two year term limit so that there is a continuing flow of representatives. Dr. Wittmann would like to see a rolling membership coordinating with groups that may be coming up for Unit Review.

Dr. Tucker would like to see a schedule of the unit reviews and their representatives versus the members of the Assessment Advisory Council.

Professor Anabel Darini suggested that the Math Department needs some updated templates. Dr. Tucker agreed and would also like to see updated templates for each unit.

Dr. Kasiukov started a hand book to help with annual assessments and unit reviews. Anyone who would like to aid him in putting this together please feel free to contact Dr. Kasiukov.

Dr. Wittmann said the goal is to have increased resources for everyone.

At the close of the meeting members were asked to hand in ideas or topics that they would like to see discussed in “professional workshops” that the AAC would like to conduct to help those who are going through the process of developing reports for unit reviews and annual assessments.

The following topics were submitted for possible discussion at the workshops.

1. I think that Nick Bosco should get more committee members as he needs them. The idea of getting many people on the committee s as needed is the best professional development.
2. Best Practices in developing defining criteria on assessment rubrics(eg)- objectivity in defined criteria
3. How to develop a rubric that would assess the assessments
4. What good assessment looks like
5. What does “closing the loop” look like
6. Emphasis should be on templates
7. Talk about timelines and suggest a successful timeline management

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8. Discuss differences across the disciplines if any. Scoring difference, for example- Scoring in Math vs scoring in English
9. What is the difference between evaluation and assessment?
10. Electronic and database methods for doing assessment and review
11. Planning & Assessment
12. Actions Plans
13. Budget Implication of Action Plan
14. Criteria for Success
15. Workshops for Leaders in Units
16. The already proposed workshop on data packages with applications/examples for academic programs and AES Units
17. In depth overview of the process- geared towards two level “newbies” and “experienced”
18. Inclusion of the units up for Review, early on in the process to help guide facilitate a successful evaluation producing meaningful outcomes
19. A “How TO’ get ready, go through and complete a Unit Review or Unit Assessment (One for AES and one for Academic)
20. Development of an Assessment Academy

The discussion continued until 4:40pm when the meeting was adjourned.

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