



**Assessment Advisory Council
Minutes
October 6, 2011
Babylon Student Center-Mildred Green Room
3:45 p.m. - 5:00 p.m.**

In attendance: Dr. Jean Anastasia, Dr. Robert Beodeker, Richard Bliss, Nicholas Bosco, Pina Arcomano Britton, Dr. Donna Ciampa, John Cienski, Jennifer Farquhar, Carissa Forde, Cheryl Gillespie, Dr. Tina Good, Dr. Alex Kasiukov, Dr. Roslin Kahn, Dr. Dorothy Laffin, Dr. Christopher McDougal, Steve McIntosh, Dr. Patty Munsch, Dr. Jeffrey Pederson, Dr. Jean Nicholas Pestieau, Dr. Kathie Rogers, Dr. Meryl Rogers, Gregory Sarafin, Bridget Young, Dr. Christopher Shults, Dr. Nathaniel Pugh, Dr. Louis Attinasi, James Lagonegro, Kathy Massimo, Dr. Lanette Raymond, Dr. Catherine Wynne

- **Opening-Dr. Christopher Shults, Chairperson & Dr. Nathaniel Pugh, Ex-Officio**

Greetings were delivered by Dr. Shults and he stated that the purpose of this meeting is to discuss the direction we are heading as well as where we need to move in the future. He noted that the groups are all “works in progress” subcommittees are formed and that there were a few updates. He also indicated that there was still an opening for a volunteer to chair the General Education subcommittee.

Dr. Pugh discussed Dr. McKay’s request to have three volunteers from both the AAC and the SPC develop a charge for JPAC. The deadline for the charge will be October 20th. JPAC is formed not to act as a recommending or advising body, but to ensure there is continual communication between the councils. Any and all suggestions regarding the JPAC charge will be open for continued improvement and evaluated by Dr. McKay.

Dr. Good then asked what the overarching purpose of the council would be and about the approval process. Dr. Pugh responded that the purpose is to increase the communication between the AAC and SPC and to ensure that assessment and planning efforts are linked. Dr. Shults then added that the group would be making suggestions and sending them forward to Dr. McKay thereafter.

- **Periodic Review Report Update – Subcommittee Chairs**

Dr. Ciampa was asked to update the council on the PRR and Dr. Shults reiterated that part of the work that is being done now by the subcommittees is to ensure that the Period Review Report is addressed so that in the next two years we will have all systems in place. This will enable us to have 3 years of data for the 2017 reaffirmation. Some issues that need to be addressed, from our self study report in 2007 pertain to Standards 7, 12 and 14. All of those standards will need the three years of data to show improvement.

Dr. Pedersen then presented a verbal report on the activities of the Developmental Education committee and indicated that they would be meeting with the Developmental Education Assessment and would be developing potential approaches for assessment at the programmatic level. Dr. Good then asked why the subcommittee would be developing models for assessment since it is not a program and also expressed concerns about the subcommittee encouraging the standardization of teaching. Dr. Pedersen responded that they were following the charge of looking into models of assessing developmental education and were not pushing for policy or academic change. Dr. Ciampa noted that their subcommittee was asked to offer assistance and to be a resource to the Developmental Studies Advisory Council and that was the extent of their work.

Dr. Khan then presented a report and indicated that their subcommittee was changing its name to the AAC Subcommittee on SLO assessment in academic programs. She also indicated that they were developing a survey to inventory assessment activities and would be working with the survey chosen by OPIE. Dr. Good asked if the subcommittee had made any policy changes and Dr. Khan assured the council that they reviewed their charge, as requested, and believed that a name change was appropriate.

Ms. Arcomano-Britton then presented on behalf of the Assessment of Service Outcomes Committee and indicated that they have been mapping out the administrative and educational support (AES) units across the campus and were completing that task. She also noted that they would be waiting for results from an assessment survey.

- **Document Review – *Dr. Christopher Shults, Chairperson***

Dr. Shults indicated that a survey would be going out to all departments and units. Dr. Anastasia asked whether the surveys that are to go out to department chairs to gather an inventory on assessment plans are in place and asked if they will be able to review the drafts. Dr. Shults responded that we will be using the Ronco and Brown Inventory, but that we can look at additions to that survey if necessary. Alex Kasiukov then asked if the chairs will get the surveys. Dr. Shults responded that they would go out to department chairs and unit directors. Ms. Arcomano-Britton then suggested that departments should find ways to involve adjuncts as they will benefit from the involvement. Dr. Shults then discussed the possibility of changing the name of service outcomes to support outcomes. The group concurred and the changes were made.

Dr. Khan then asked if the current Mission and Vision Statement going to be changed. Dr. Shults responded that a review has gone out, but that the statement may or may not change. He also indicated that it does not necessarily have to be changed, but as part of the Middle States standards, needs to be reviewed periodically.

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- **Assessment Cycles - *Dr Nathaniel Pugh, Ex-Officio***

Dr. Pugh discusses Assessment Cycles and how to make an efficient one. He spoke of the difference between the nine and twelve month assessment cycles and used the budget cycle, which is starting now, as an example of the existing timelines in regards to cycles.

- **Website – *Dr. Christopher Shults, Chairperson***

Dr. Shults then spoke about the strategic planning website – noting that it will be changed to reflect all activities guided by the Office of Planning and Institutional Effectiveness. He explained that the website is under construction and that when completed; all information will be open to the public.

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