



**Assessment Advisory Council  
December 19, 2013  
Babylon Student Center-Mildred Green Room  
3:45 p.m. - 5:00 p.m.**

*In attendance:* Dr. Jean Anastasia, Dr. Alex Atwood, Dr. Courtney Brewer, Kathleen G. Burger, Dr. Caroline Burns, Sylvia Camacho, Dr. Philip Christensen, Dr. Donna Ciampa, Nancy Ellis, J.D., Jennifer Farquhar, Andrea Glick, Al Heraghty, Dr. Alex Kasiukov, Martha Kinney, Amanda Koscik, Dr. Dee Laffin, Dr. Carla Mazzearelli, Elida Buitron-Navarro, Dr. Jeffrey Pedersen, Dr. Jean Nicolas Pestieau, Dr. Lanette Raymond, Elizabeth A. Tomlet, Dr. Troy Tucker, Dr. Frank Valenzisi, Christina Vargas, Susan Wood, Bridget Young, Melanie Weinstein-Zeolla

Meeting convened at 3:45 p.m. Dr. Shults welcomed everyone to the meeting and introduced Dr. Jean Anastasia and Dr. Troy Tucker as his new Co-chairs. Dr. Jean Anastasia is Assistant Academic Chair/Professor of Biology and Dr. Troy Tucker who is a specialist in the office of Grants Development.

Dr. Shults reminds everyone that we have a lot of new members to this group and this is the first meeting for quite a few months. The membership includes a few changes to make sure we had a wide range of faculty because assessment must be faculty driven.

Dr. Shults asked if there were any questions, issues or concerns to the minutes of the May 2, 2013 meeting, with no changes requested minutes were approved were accepted.

Dr. Tucker talked about the two subcommittees that were formed and said that he would be co-chair for all issues that were mainly concerned with the administrative educational support (AES) units and that Dr. Anastasia would be the co-chair for all concerns in the academic units.

Dr. Tucker stressed that the goal of this council is to oversee implementation of assessment here at the college. The council takes a look at the all the measures, and reviews, evaluates and summarizes everything and then reports on that information so that it can be used as an "action" in the budgeting and planning at the college. These assessments go into a form that directly impacts how the college budgets and how the college plans.

Dr. Tucker explained that he and Dr. Anastasia put this into a basic structure which has been divided into two sides. The administrative educational support side and the academic side.

The Administrative Educational Support side will have two sub-committees which are:

AES Unit Review-Evaluation

## AES Unit Annual Assessment

Dr. Jean Anastasia talked about the sub-committees that were put together on the Academic side which are:

Annual Course Assessment  
General Education  
Course Embedded Assessment  
Program Review

Dr. Shults talked about the AAC Charge and after a few revisions, mostly in grammar; the newly revised AAC Charge was voted on and approved. He also said that all information and reports will go directly to the Vice President of Planning and Institutional Effectiveness and to the Vice President of Academic Affairs. It all then gets filtered to the Joint Planning and Assessment Council (JPAC) where it is chaired by Dr. McKay.

Dr. Phil Christensen gave an update on the Middle States Commission on Higher Education (MSCHE). Dr. Christensen reminded us of why SCCC was placed on warning for insufficient evidence relating to Standards 7 for Institutional Effectiveness and Standard 14 for Assessment of Student Learning.

In November 2012 Middle States placed the College on warning because we did not provide enough evidence in the Periodic Review Report that we were in compliance with these two standards. At that time we were required to submit a Monitoring Report.

Dr. Pedersen talked about the aggressive timeline that had to take place in order for us to accomplish what we need to get done. All assessments will have to be in by the end of January to give us time to put the new Monitoring Report together by March 1, 2014. The report will not include a lot of narrative but will include a lot of information about tables to show that we are doing what we are supposed to be doing which will also include the evidence from all the assessments we gathered.

Dr. Pedersen shared about his visit at the Middle States Convention in December where he and Dr. Shults and Dr. Mazzarelli had a chance to talk with Debra Klinman. After going over one of Dr. Klinman's suggested "lists", Dr. Pedersen found that we were already employing these things on that list and that he felt very confident moving forward. After Middle States receives our Monitoring Report we are due to have another team visit in mid-April. Once the team comes up with a recommendation, we will be notified in or around June of our status.

Dr. Shults talked about the CAPIE and suggested that every member should become familiar with the CAPIE. Dr. Shults discussed the six sections on assessment and the six subcommittee's that were put together related to those sections along with the templates. He asked that everyone be familiar with the templates that correspond with your subcommittee.

Dr. Dee Laffin talked about the status of the assessment reports in her department and that at least 20 reports have been done thus far out of the sixty eight programs.

Dr. Laffin said talked about the new assessment website which was created under “Academics”, on the college homepage, with the help of Gary Ris, College Associate Dean of Computer Information Systems and his department. Dr. Laffin said it will house all documents, programs of study, program activities, curriculum mapping, learning outcomes, reports, mission and vision statements etc.

Dr. Laffin told everyone that this website will be available for you and to visitors for viewing at all times and for anyone who has access to the faculty portal. It would not be viewable by the public and that some documents will be password protected. The goal is to have at least an additional seventy reports finished in the very near future.

Dr. Pedersen added that this information will also be put into TracDat so that after a couple of years we will have a lot of assessment on hand so that we will now be able to use it for program review.

Dr. Martha Kinney gave her update for the Gen Ed assessments that were going on right now, and said that there are three or four assessments go on in any given year.

Assessments from 2012 are presently having their recommendations put into practice and overall the assessment process has been going very well. Dr. Kinney went over all the programs that would be assessed for 2014-2015 and also identified the committee chairs for those assessments.

A workshop was put together for all of the Gen Ed Assessment committee chairs which is scheduled for February 7<sup>th</sup>, 2014 to give them support for greater knowledge and implementing recommendations.

Dr. Shults said that we are doing five unit reviews in AES this year; we have already identified external evaluators and that we will at least have two completed unit reviews which will be finalized and ready for the Monitoring Report for March 1, 2014.

Regarding annual assessments, 36 AES units have been identified; currently 34 will be going through assessment and out of those 34 units, 92% of the AES Units have completed their assessments.

Meeting ended with Dr. Troy Tucker and Dr. Jean Anastasia handing out membership lists and having workshops.