



**Assessment Advisory Council
February 7, 2013
Babylon Student Center-Eaton's Neck Room
3:45 p.m. - 5:00 p.m.**

In attendance: Dr. Alex Atwood,, Dr. Caroline Burns, Dr. Donna Ciampa, John Cienski, Dr. Maria DeLongoria, Jennifer Farquhar, Dr. Alex Kasiukov, Dr. Roslin Khan, Dr. Dee Laffin, Dr. Carla Mazzarelli, Dr. Chris McDougal, Dr. Patty Munsch, Dr. Jeffrey Pedersen, Dr. Nathaniel Pugh, Dr. Meryl Rogers, Dr. Christopher Shults, Dr. Catherine Wynne, Bridget Young

The meeting convened at 3:45 p.m.

Dr. Pugh welcomed everyone to the meeting and asked if there are any corrections to the minutes from the December 6, 2012 meeting. After a second motion to approve, the minutes and the attached Addendum for December 6, 2012, were approved and accepted by all members.

Dr. Shults stated that our website will be updated soon and the minutes will be on site for both Strategic Planning Council and the Assessment Advisory Council.

Dr. Pugh distributed a draft revised proposed copy of the CAPIE. He stated that the CAPIE is designed as a guide to improve quality and effectiveness here at the college. He reminded us that we will be relying on the Nichols model which is a five column assessment and that the CAPIE will be our guide in assessing our academic and non-academic programs.

Dr. Jeff Pedersen spoke about the importance of the quality of our assessment process. He explained that the data we collect must be of quality meaning clean, accurate, appropriate and useful data. He encouraged people to be very careful when setting up the criteria that one uses to collect the data so that the results are useful and accurate.

Dr. Pedersen stated that OPIE is responsible for data analysis. Faculty should be able to go to OPIE and ask them how to go about putting together an instrument that will ask the fundamental questions on how to get the data we need. Once we have the accurate data one can improve on the quality of the program we are asking about.

Dr. Shults emphasized that we cannot do assessment without accurate data. He stated that we need data to establish baselines and to make improvements etc. and that we are working on creating standardized surveys to ask the questions we need.

Dr. Pugh indicated that a Task Force on Data Quality was created which includes faculty that were chosen by the Executive Deans from each campus and then asked for volunteers from AAC members. The task force was created to help provide recommendations including procedures and practices to ensure the quality of the data generated by and available to SCCC internal and external constituencies.

Dr. Shults discussed the college obtaining “iDashboards” which is a data presentation tool. It’s where our results will be presented at one source, (on our portal) that we can go to it at any time to see where we are at in any particular area and where we need to go. iDashboard training will be going on shortly.

Dr. Shults asked for volunteers for the following committees whose charges will be out shortly:

- Review of Institutional Learning Outcomes, Program Learning Outcomes and Course Learning Outcomes
- Review of AES Missions, Goals and Outcomes
- Development of a Review System for Annual Assessment

Meeting adjourned 5:00 p.m.