

Academic Assessment Committee Meeting
October 11, 2012
Faculty Office Building 620

Present: Brian Washburn, Amani Awwad, Susan Willette, Anthony Signorelli, Mike Spearance, Mark Hill, Maureen Maiocco, Ken Erickson, Brian Harte, and Karen Spellacy.

The meeting was called to order at 11:02 a.m.

Programs scheduled to complete an Assessment in the Major in 2012-13 include: Dental Hygiene BTech (Susan Willette), Electrical Construction & Maintenance (Mike Spearance), Finance (Richard Hu), Health Care Management (Anthony Signorelli), Health Science Career Studies (Brian Washburn), Liberal Arts: General Studies (Amani Awwad), and Powersports Performance & Repair (Mark Hill).

New SUNY guidelines for the Evaluation of Undergraduate Programs and its timeline were distributed. The new guidelines can also be found on the webpage at: www.canton.edu/assessment. The self-study process was discussed. Sarah Todd, Director of Institutional Research, will be doing the graduate survey. If program specific questions are to be included in the graduate survey, please send Sarah Todd those questions by Fri., October 12th. Sarah will send out the survey to the graduates. Employers of graduates may also be surveyed and those surveys should be sent out in November. After the self-study is written, the reviewers should be selected. It is recommended that you use three reviewers, but two will suffice. Reviewers should include: 1) someone with an academic background, 2) a practitioner, and 3) an employer. An online review can be done. Brian Harte and Mike O'Connor can give suggestions on how to accomplish an online review. Once the reviewers have reviewed the self-study and completed a site visit in March, they should meet to reconcile their evaluations. The Program Reviewers document needs to be developed by this group based on the new SUNY guidelines. After the review team comes and submits their response, this information should be used to write goals and objectives for the following year. Student learning outcomes and how we assess them should be a part of every program. Advisory boards' suggestions need to be included in your self-study too. In general the key input will be the reviewer comments. You can include a general academic person as your third person. Administrative and Support Services 'canned' responses are needed and Sandy will distribute for updates. On the summary form, address what the reviewers stated but also the person writing the self-assessment can acknowledge other items that need to be changed and addressed. This is a beneficial process to see what we've accomplished and what needs to be improved.

Before the next meeting all should read the guidebook.

The Self Study, Program Reviewers' comments, and the SUNY Summary Report needs to be sent electronically to the Provost Office by April 30th and will then be reviewed by this committee in May 2013.

Our next meeting will be held on Thurs., October 25th at 11 a.m. at which time we will discuss what needs to happen next, look at items that can be canned, and develop the program reviewer's document.

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Sandy Livernois, Recorder