

Academic Assessment Committee Meeting
October 28, 2014
12:00 – 1:00
Wicks Hall Room 204

Present: Rashid Aidun, Paul Bowdre, Ken Erickson, Kirk Jones, William Jones, Tatsuhiro Koya, Rachel Santos, Sarah Todd, Jennifer Waite

Excused: J.D. DeLong, Molly Mott, Mike Newtown, Karen Spellacy

The meeting was convened at 12:01 p.m.

Data Plan Review Process: This is a new process and curriculum coordinators have submitted their data plans in a variety of different ways; some completed just the forms and others summarized their programs. It was decided leniency is needed for this cycle and the data plans will not be scored. The Data Collection Form will be revised for the next cycle; it will be designed to be more self-explanatory and direct and will include:

- Program mission statements
- Program goals
 - a. Institutional specific goals
 - b. Program Student Learning Outcomes
 - c. Operational Goals that go along with our Strategic Plan
- Curriculum Maps
- Direct/Indirect Measures

SUNY Canton Academic Assessment Committee Help Team: Once everyone is on the same page, the Academic Assessment Committee can assist faculty in their schools. Sarah offered to meet with programs individually. Developing help teams or “ambassadors” to assist faculty and creating an online help center were also suggested.

TaskStream Update: Sarah has been working with TaskStream on the Assessment in the Major template. An assessment plan template is needed for programs. What do we want our assessment report to look like? The information from the Data Collection Sheets are a good place to start. It is understood that some programs will be blank as this is a process that is going to take time to get established. Researching other schools to see what they look for was also suggested.

The committee members will review data plans and give feedback and suggestions at our next meeting. This will be helpful in deciding what information for program assessment is needed to enter into TaskStream and determine what we need in the future.

Next meeting (tentative): November 20, 2014

The meeting was adjourned at 12:44 p.m.

Respectfully submitted,

Renee Campbell, Recorder