

Academic Assessment Committee Meeting
November 10, 2011
Faculty Office Building 620

Present: Carli Schiffner, Kirk Jones, Brian Harte, Linda Heilman, Michael O'Connor, Marty Clark-Stone, Stan Skowronek, Molly Mott, Brian Washburn, David Barnes, Ken Erickson, David Wells, Alice Reed, Sarah Todd, Joe Reilly, and Mary Bucher.

The meeting was called to order at 8 a.m.

Updates – Assessment in the Major 2010-11: Linda Heilman stated that the Assessment in the major has been completed for Management and the notebook will be given to the Provost Office and also sent electronically. She will also check with Bill Jones on the status of the Business Administration (AS & AAS) report. Ken Erickson stated Ron Tavernier will provide the summary and report for the Individual Studies report on December 1st. Two program reviews still need to be reviewed from 2009-10 and they are Construction Tech: Management and Engineering Science.

Updates – GER 2010-11: Ali Zaidi is compiling the information for the GER 9 Foreign Language (Spanish) assessment and will provide by January 1. Nadine Jennings provided the GER 10 Basic Communication information and Chris Sweeney provided the GER 8 The Arts information.

Sandy will post all information submitted for Assessment in the Majors and GER assessment on the Assessment Repository for review by the committee. On December 15th the committee will meet for two hours to review the Assessment in the Majors from 2010-11. Once these program reviews have been accomplished, it is important that the committee reviews the program goals and objectives for 2011-12 to insure that they reflect any suggested revisions. On December 1st the committee will determine the core group that needs to be present on December 15th to review the Assessment in the Majors.

On January 26th, 2012, the committee will review the GER from 2010-11 which includes: The Arts – GER 8, Foreign Language – GER 9, and Basic Communication – GER 10. Critical Thinking was not assessed in 2010-11 due to expense. It was accomplished in 2007-08, but was not successful. Students did not buy in to the effort and the results were disastrous. The issue is getting the students to put an effort into assessment. This assessment could be done through a whole array of things.

Program reviewers were discussed. Sandy will set up a meeting with Carli Schiffner, Marty Clark-Stone, Stan Skowronek, Joe Reilly, and Dave Wells. Brian Harte plans to reach out to SUNY Morrisville for his reviewers for CJ: Law Enforcement Leadership. Mike O'Connor discussed using someone from Customs/Border Patrol, but since his program is totally online the documents be made available for review online. Brian Harte will share with Mike O'Connor how he handled this process in the past for Criminal Justice. The deadline for identifying external reviewers has been moved up to December 1st.

Updates – GER 2011-12: GER 1 – Mathematics: Alice Reed stated that they are using an approved state rubric and assessing 20 percent of each class. Questions are embedded in their final exam. After final exams the Math Department will review what was done this semester and then plan for the other half of the assessment to be accomplished in Spring 2012. GER 2 – Natural Science: Brian Washburn stated the final report will be available by the end of the semester. Every person who has been selected to do the assessment will have a deadline to provide their data. The assessment will be done in the final exam exercise. Faculty will have the responsibility for filling out the form and sending the form to Brian. He will prepare the cumulative report. This was available as an Angel assessment in the past. GER 7 – Humanities: The new method proposed for assessment was distributed. Kirk Jones stated the method has been changed by the department and the rubric will be revised at their next department meeting. GER 12 – Information Management: A meeting will be held on November 11th to discuss Computer Competencies.

By the December 1st meeting all of the 2010-11 information will be uploaded to the Assessment Repository. Agenda for the next meeting will include: An update on Information Management by Mary Bucher, GER 7 Humanities method and rubric will be reviewed by Kirk Jones, any missing documents from 2009-10 and 2010-11 will be reviewed, and the core group who needs to be present at the December 15th review of Assessment in the Majors will be determined.

Next meeting – December 1st from 8-9 a.m. in FOB 620.

Meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Sandy Livernois, Recorder