

Academic Assessment Committee Meeting  
November 3, 2011  
Faculty Office Building 620

Present: Carli Schiffner, Sarah Todd, Linda Heilman, Mary Bucher, Marty Clark-Stone, Stan Skowronek, David Barnes, Ken Erickson, David Wells, and Brian Washburn

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

Linda Pellett conducted a workshop on Assessment in the Major on Wed., October 26<sup>th</sup>. Faculty who attended and will be going through the process in 2011-12 include: Stan Skowronek - Air Conditioning Maintenance & Repair; Martin Clark-Stone - Heating & Plumbing, and Michael O'Connor - Emergency Management. Brian Harte will also be handling the assessment for the Criminal Justice: Law Enforcement Leadership program and is familiar with the process since he coordinated the assessment of the Criminal Justice program in 2009-10. Marty Clark-Stone and Stan Skowronek expressed a concern about identifying reviewers for the trades programs. Nancy Willie-Schiff at SUNY will be contacted to confirm who can be used as reviewers. Linda Heilman will check with Michael O'Connor to see if he has any special needs for reviewers.

General Education assessment will occur during 2011-12 for GER 1-Mathematics – Alice Reed, GER 2-Natural Sciences – Brian Washburn, GER 7-Humanities – Nadine Jennings, and GER12-Information Management – Mary Bucher. Dave Wells will get a progress report from Alice Reed on GER 1 assessment. Brian Washburn stated that Sarah Todd, IR Director, identified the GER 2 courses that will be assessed and her choices are consistent with the recommendations that were made in 2008-09. During the last assessment a lot of repetition occurred because the same students were taking a couple of the courses that were evaluated. With the courses selected this year, duplication will not occur. In the courses selected, the faculty will need to decide how to do the assessment, either through Angel or Inspiroscan grading. Earlier in the semester Nadine Jennings notified the Provost Office that assessment of GER 7 – Humanities will be completed in Spring 2012. Computer Competencies are part of the GER 12-Information Management assessment. Mary Bucher, Bob Randall, Dave Wells and Sarah Todd will meet to discuss this assessment.

Report due dates were discussed. Timelines have been set for Assessment in the Major and are part of the guidebook. Sarah Todd will share data that she'll complete for Assessments in the major at our next meeting. GenEd Assessment needs to be completed by May 2012. An Assessment Day will be scheduled at the end of the semester in May 2012 to review outcomes.

Past reviews and feedback – All documentation has been received for the 2010-11 Assessment in the Major for Veterinary Science Technology and Criminal Investigations. Linda Heilman will check on the status of the Business Administration (AS & AAS) and Management reports. Ken Erickson will check on the status of the Individual Studies report. Sandy Livernois will add the SUNY summary form to the Angel Assessment Repository. Sandy will also check to make sure that everyone on the committee has access to the Assessment Repository.

The creation of a 'scorecard'/tracking mechanism was discussed. Information that should be included on the scorecard includes: person responsible, timeline (date reviewed, date assessment committee reviewed), recommendations, action plan, etc. Carli will draft a scorecard/tracking mechanism which will be reviewed at our next meeting.

The following tasks were assigned:

- Dave Wells will give a progress report from Math at our next meeting
- Carli or Sandy will check with SUNY (Nancy Willie-Schiff) on requirements for reviewers.
- Sarah will prepare data for assessment in the major
- Linda Heilman will check on status of 2010-11 reports for Business Administration (AS and AAS) and Management
- Ken Erickson will check on status of 2010-11 report for Individual Studies
- Linda Heilman will check on reports for Gen Ed Assessment for GER 8 Foreign Language and GER 10 Basic Communication.

The scorecard will also be reviewed at the next meeting which will be held on Thursday, November 10<sup>th</sup> at 8 a.m. in FOB 620. Future meeting dates will be determined after we complete the scorecard.

Meeting was adjourned at 8:55 a.m.

Respectfully submitted,

Sandy Livernois, Recorder