

Academic Assessment Committee Meeting
March 21, 2014
Faculty Office Building 620

Present: Rashid Aidun, Paul Bowdre, Jondavid DeLong, William Jones, Kirk Jones, Tatsuhito Koya, Molly Mott, Mike Newtown, Wil Rivers, Rachel Santos, Karen Spellacy, Sarah Todd, Jennifer Waite

The meeting was convened at 10:00 a.m.

The committee discussed scheduling a one day workshop through SUNY Center for Professional Development. It was decided that we will commit to the Critical Thinking session, as that piece would be valuable for our General Education Assessment as well as be a quick way to start building an overall culture and training plan for assessment. The members of the committee will attend the workshop along with some additional faculty; it will be kept to a 25 person minimum. The tentative dates will be May 20th – May 23rd. Bill Jones will reach out to Dan Apple to see if any of these dates will work.

A repository was needed to house collected data for the Middle States visit and it was decided that it would be placed on our website; however, where it is located is not easily found unless “assessment” is typed into the search engine. The question has arisen as to where we should keep this archived data going forward. If we link it to our assessment page, it would need to be organized, cleaned up, and updated annually. Mike Newtown agreed to sub-chair a committee to do this. Bill Jones, Tatsuhito Koya, Rachel Santose and one more member from the Non-Academic Assessment Committee will serve on the sub-committee as well. Molly will recruit the final member. The sub-committee will report back to the Academic Assessment Committee by May 1, 2014.

Jen Waite shared an assessment process developed by LaGuardia Community College. She chose LaGuardia to use as a template because she felt that it is not overly complicated and simple to follow. She hopes that this will assist us in how we want to develop our assessment process and use that to determine what we want the assessment software to do for us. By using LaGuardia as a template, we can hopefully come up with a vision to share with the faculty. Jen will email the committee members the website to find LaGuardia’s assessment process.

We are still waiting for quotes on some different assessment software, however it was decided that the cost should be paid out of Sarah Todd’s Institutional Research budget.

The committee agreed that the assessment cycle timeline will be put into place per our discussion at our March 7th meeting. Because scorecards will still have to be done this May, faculty will be directed to narrow their goals and objectives to three to five, prioritize them, and then choose three “focus initiatives” that align to the strategic plan and budget. Sarah Todd will draft up a document to share with the faculty and bring it to our next meeting for review; a due date will be finalized at that time.

Next meeting: **Friday, March 28th at 9:00 a.m. in FOB 620.** Please send any agenda items to Renee.

The meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Renee Campbell, Recorder