

Academic Assessment Committee Meeting  
March 27, 2012  
Campus Center 212

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

Meetings will resume in Faculty Office Building 620 after today.

Information Management assessment will take place during the fall 2012 semester. Mary will share the instrument that is being considered with the committee for their review. We need to discuss how to get students to take this seriously and to complete the assessment early in their college enrollment. Should this assessment be tied to graduation requirements with the Computer Core Competencies? Should the two assessments be combined by giving a couple of different tests that are computer-based? Next week Mary Bucher will report if an assessment tool was approved from the Library Committee. .

**Updates on 2011-12 Assessment in the Major:**

Emergency Management – Mike O'Connor – Reviewers have been selected and the online process will be completed early next month.

Air Conditioning Maintenance & Repair – Stan Skowronek – Working on student statistics with Sarah Todd. One reviewer has been scheduled. The Self-Study will be reviewed by the Dean prior to the reviewer's visit.

Heating & Plumbing – Marty Clark-Stone – Working on student statistics with Sarah Todd. An electronic copy of the self-study will be sent to the Dean prior to the reviewer's visit. On campus site visit will be held in April.

Criminal Justice: Law Enforcement Leadership - Brian Harte – the self study document is done and reviewed by the Dean. Program reviewers are reviewing the document and will get together after they individually review the document. Everything should be wrapped up within the next two weeks.

Business Administration - Bill Jones – Linda Heilman will ask Bill Jones for an update.

SUNY notified campuses of concerns that Middle States noted during recent accreditation site visits. They include program student learning outcomes being tied into the institutional student learning outcomes and having them addressed in the college catalog and on the website. Our campus needs to do an audit of our catalog and website to see where these items are available. We have to be in compliance with the HEOA Act of 2008. Budget allocation process is a part of assessment.

Student Learning Outcomes need a formal set of definitions. When the SLOs were created, faculty were asked for input on definitions. To date, Carli has only heard from one person. Feedback from the campus community will be requested once again.

The timeline in the Guidebook for Completing Assessment in the Major needs to be updated to include sending the Self-Study to Deans prior to dissemination to the program reviewers.

At the next meeting we will discuss how to submit the report and paperwork after reviewers have visited.

Next meeting is scheduled on Thurs., April 5<sup>th</sup> at 2 p.m. – Robert House will be joining us to discuss Computer Competencies.

Meeting adjourned at 8:28 a.m.

Respectfully submitted,

Sandy Livernois, Recorder