

Academic Assessment Committee Meeting
April 18, 2014
Faculty Office Building 620

Present: Rashid Aidun, Jondavid DeLong, William Jones, Kirk Jones, Tatsuhito Koya, Mike Newtown, Karen Spellacy, Sarah Todd, Jennifer Waite

The meeting was convened at 9:05 a.m.

Sarah Todd spoke with a reference from Buffalo State College regarding the TaskStream software and was told that we are going to need the LAT (e-portfolio) side of the software. She was told that while the AMS side serves as a good repository for assessment information, the reporting comes out of the LAT side. Sarah will be talking to a reference at SUNY Cortland and will also be in touch with Trudy from TaskStream to see what the cost will be with the LAT component of the software. She will update us at our next meeting.

The process for collecting and reviewing this year's data and timelines will be as follows:

- Program Coordinators will submit their completed scorecards, which include the outcomes for all 2013-14 goals and objectives as well as their 3-5 goals and objectives for the 2014-15 year. This will be due on May 16th.
- The Deans will receive program scorecards collectively within their schools, prioritize them, and write a master document with each of their schools' programs on as appendices. This will be due to on May 30th.
- The Deans will present their reports to the Academic Assessment Committee for review. Renee will plan (2) full day meetings in early June for this. The committee will be divided up into three groups, each one including a Dean. Each Dean will have one faculty member from each of the other two schools and review another schools' reports. Each program will have a faculty member or the Department Chair come and present their program reports in person; that way any questions from the committee can be clarified during that time. The Assessment in the Major and General Education Requirement assessments will also be reviewed. The final due date on this report will be June 30th. (Note: The Deans will be discussing the format of the master document at next week's Deans' Cabinet meeting).
- The Academic Assessment Committee will present their reports to CUSP by July 15th.
- CUSP will present their reports to Executive Cabinet by August 15th.
- The President will be asked to announce the findings of the reports to the campus community at the State of the Campus meeting in the fall.

Jen and Sarah went to a Middle States conference and reported that standards are changing. #7 Institutional Assessment will no longer exist, it will be embedded into the other standards. They are in the process of re-doing all 14 of the standards and will be finalizing everything soon. The gentleman running the conference stressed the importance of a Strategic Enrollment Plan. We also need to establish a process for program reviews; they need to be tied into our campus strategic plan.

Everyone will need to have the names of their "buddies" to Jen and Renee by early next week.

Next meeting: **Friday, April 25th at 8:30 a.m. in FOB 620.** Please send any agenda items to Renee.

The meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Renee Campbell, Recorder