



**Assessment Advisory Council (AAC)
November 8, 2018
Life/Science Building Room 113
Ammerman Campus
3:45 pm-5:00 pm**

Minutes

In attendance: *Richard Steed Alberti, Dr. Alexander Atwood, Dr. Iaroslava Babenchuck, Nicholas Bosco, Dr. Courtney Brewer, Theresa Dereme, Karen Dovell, Elizabeth Spagnola, Dr. Lauren Tacke-Cushing, Janet Stevens, Dr. Helen Wittmann, Amy Mueller-Seal, Dr. Robin Hill, Dr. Patty Munsch, and Kaliah Greene*

Co-chair Kaliah Greene welcomed members to the meeting.

Dr. Helen Wittmann called for a vote to approve the September 28, 2018 meeting minutes. The minutes were unanimously approved.

On behalf of co-chair Jill Thornton, Dr. Lauren Tacke-Cushing provided the following academic update:

- A request was made to the Grant Assembly, Ammerman Senate and Eastern Congress regarding the AAC looking to increase its membership. Jill will reach out to chairs and individual faculty to encourage any interested faculty to submit their name for nomination.
- **General Education and Course-Embedded Assessment Subcommittee:** updates from Alexander Atwood (chairperson)
 - Currently 4 subcommittee members, inclusive of chair
 - 3 assessments to be reviewed (CHE 100, BIO 101 and Information Literacy)
 - Reports are projected to be completed and submitted by November 28, 2018
- **Annual Academic Program Course Assessment Subcommittee:** updates from Nicholas Bosco (chairperson)
 - Currently 4-5 subcommittee members, inclusive of chair
 - Estimates approx. 60-65 assessments to review. This means logistically only one reviewer per assessment and that reviewer will have 15-18 assessment each.
 - The committee needs more members.
 - Group will review a sample assessment form to review and help catch any new members up to speed.

Dr. Patty Munsch provided a 2017-2018 assessment recap for AES units (see PowerPoint).

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through education that transforms lives, builds communities and improves society.

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Dr. Lauren Tacke-Cushing presented the proposed Assessment Awards templates (see attachments) developed by Lisa Aymong, Professor of Nursing as part of a SUNY Council on Assessment leadership course. In meeting with Prof. Aymong, the AAC co-chairs, Dr. Tacke-Cushing and Dr. Wittmann believed the awards would be beneficial in further engaging the College community in assessment and recognizing academic departments and AES units doing exceptional work. Prof. Aymong will provide a full presentation during a spring AAC meeting.

Ideas and Action Items

- Contact Chris Gherardi regarding the possibility of hosting a Monday Morning mentoring session regarding assessment.
- Have all assessment awards winners present at Professional Development Day
- Once assessments are completed, publicly highlight the good work submitted by departments and units on the various assessment pages and the College's website.

The general meeting adjourned and members broke into subcommittees.