



Assessment Advisory Council
March 9, 2017
Eaton's Neck Room/Babylon Student Center
3:45 p.m. - 5:00 p.m.

In attendance: Dr. Jean Anastasia, Dr. Alex Atwood, Dr. Iaroslava Babenchuk, Nicholas Bosco, Dr. Courtney Brewer, Suzanne Dela Raba, Dr. Glenda DeNicolò, Dr. Karen Dovell, Nancy Ellis, J.D., Dr. Robin Hill, Dr. Alexander Kasiukov, Dr. David E. Marshall, Amy Mueller-Seal, Dr. Patty Munsch, Joseph Napolitano, Dr. Jeffrey Pedersen, Elizabeth A. Tomlet, Dr. William Tucker, Christina Vargas, Dr. Helen Wittmann

Dr. Pedersen welcomed the committee and thanked them for their hard work. He reminded the committee that the work they do on the Assessment Advisory Council is crucial because we need to monitor what we do here at the college to make sure that we are achieving as much as we can in terms of institutional effectiveness.

Dr. Pedersen also said he was aware of some suggestions, questions and possibly reservations about modifying the CAPIE however, Middle States encourages us to modify the CAPIE as we see fit and find better ways to do things. Once we discuss the suggestions and we come to a consensus of the changes we want to make, it then will go the JPAC for further approval before it goes to Dr. McKay. Once it is approved it will be published on-line.

Dr. Wittmann called for a discussion of the minutes for September 9, 2016 and as there were no additions or changes requested she made a motion for a vote to approve. Minutes were approved unanimously.

Dr. Anastasia discussed the status of the Annual Course Assessment of the student learning outcomes and according to the percentages they were more successful this year than in the past and in fact after having added "meeting or exceeding expectations" Dr. Anastasia said she was happy to share that the data is showing that we are doing much better at assessment as those percentages were quite high.

Dr. Anastasia noted that there will be final reports due by the April meeting and added that we now have a CAPIE liaison for each subcommittee but still looking for someone to volunteer as chair of the "Course Embedded Assessment" sub-committee. Dr. Caroline Burns is temporarily sitting in for Michael Boecherer who is no longer chairing the committee.

Dr. Tucker gave his status update on the AES Unit Reviews and said that 34 programs are completed and all data was in for the four unit reviews from 2015-2016 and four unit reviews from 2016-2017.

After meeting with several departments such as student affairs, academic affairs and several other faculty members who are involved with annual assessment, unit reviews and program reviews Dr. Wittmann found a common thread where she thought there might be a need for some additional help and support with some of these assignments. Dr. Wittmann then suggested some ideas to lessen the pressure that some have been feeling. Perhaps by offering the AAC member's professional development the committee could become a resource for others struggling with some of the assessment process therefore giving feedback throughout the process instead of at the end.

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Both Dr. Patty Munsch and Dr. Catherine Wynne from OPIE had both offered to hold professional workshops to go over the data packages. The workshops can also talk about best practices when it comes to assessments and possibly better ways to interact with the college as a whole to make the process a bit smoother moving forward in a less intimidating way.

Dr. Wittman put those proposals in a broader context of reforming the Council. In particular, she proposed streamlining its work by reducing the number of its subcommittees and unification of Program Review and Annual Review.

Dr. Wittmann has been gathering information in a binder to be used as part of assessment handbook guide for program reviews and will be working on that with Dr. Kasiukov. If anyone would like to work with Dr. Kasiukov on putting a handbook together, please let either of us know.

Dr. Alex Kasiukov had shared the idea, which emerged in discussions of the Program Review Subcommittee, stating that the original purpose it was intended for was for them to serve and help with improvement of program reviews. Dr. Kasiukov thought it could be much better fostered not by reviewing already submitted program reviews but by the development of appropriate technology and by support and education of the review authors before they embark on that task. Technology can ensure formal compliance of the reviews with established standards. More importantly, sharing best practices in program review and training the review authors can help the reviewers make their work more substantive and useful for their programs' improvement.

Dr. Alex Kasiukov also suggested that we abandon the program review evaluation *rubric* and focus instead on a program review guide for the programs and units to be integrated with the program review and unit review templates. Also included would be examples of good program-related documents in the online handbook.

Dr. Wittmann had asked if anyone was interested in volunteering to be a CAPIE Liaison please contact her.

Dr. Anastasia stated that she needs people to help in setting up professional development so that everyone can understand the process and why the college does assessment. Anyone that has any recommendations regarding Program Reviews and Unit Reviews are all invited to add to this discussion.

Dr. Patty Munsch also discussed the possibilities of the external reviewers meeting half way through the unit review process instead of at the very end thus getting feedback prior to final submission of their report.

Dr. Tucker's goal would to see more administration set up and oversee some of this process to find common goals and to help raise the quality.

Dr. Wittmann stated that she will forward the minutes to the committee for further feedback prior to our next meeting.

The discussion continued until 4:40pm when the meeting was adjourned.

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