

## Assessment Committee Meeting

November 11, 2014

12:30pm to 1:30pm

Attendees: Connee Zotos, Everett Myers, Jeanette Monaco, Patricia Heard-Greene, Ruth Danon, Mary Ann Hallenborg, Kathleen Hulley, Tara Tarpey, Yuna Seong, Alexandra Cazangiu, Barbara Borst, Mike Palij, Jessica Martin

### Agenda:

1. Introductions
2. Charge of the Assessment Committee starting spring 2015
3. Immediate Charge of the Assessment Committee
4. Volunteers to Work with Each Program and Identification of Program Point Person
5. December Meeting Date

#### 1. Introductions

- Assessment committee will be project based
- Non-voting members: Connee Zotos, Patricia Heard-Greene, Jessica Martin, Alexandra Cazangiu

#### 2. Charge of Assessment Committee Starting Spring 2015 (See Chart – SPS Program by Program Assessment)

- Dean Di Lorenzo will ask Divisional Deans and Program Directors to do an end of year assessment
  - Things that we can control, contribute to, and formalize are in the center and right hand column of the chart
- Data has not been quantifiable or formalized
- We must formalize a system so that we have information and data to support the claims of what we are doing well in our programs
- All comes down to the need for better measurement
- The six highlighted areas on the SPS Program by Program Assessment handout will be the next priority after the Provost's requirement
  - May break into subcommittees to discuss areas in yellow on chart
  - Will begin these charges around spring break
- Dennis is looking for:
  - a common classroom observation system
  - a common template for syllabi that includes learning outcomes
  - methods for assessing learning outcomes of courses/programs

### 3. Immediate Charge of the Assessment Committee

- First charge is mandated by the Provost's Office (see packet handout – NYU SCPS – BS in Real Estate)
  - Each program must have goals, objectives, educational opportunities (courses), and assessment measures listed and on record
- Will have access to all program assessment folders from the Provost's Office but will only need to look at two or three to see how each is assessing goals
  - Files contain Provost's Office evaluation of our programs
- As per the Middle States accreditation body, must have direct measures of assessment
  - Program learning outcomes can be content or skills
    - Example of skills: Oral presentation, critical thinking
  - Middle States is the least prescriptive of the accrediting commissions
- Our mandate from the Provost's Office is that every single program must have one direct measure of a learning outcome (only a starting point) by the end of the spring 2015 semester
  - Must have it, have used it, and have a plan to use the information to make changes if the assessment indicates deficiencies in learning outcomes
- Provost's Office is currently concerned about backend skills – reading, writing, critical thinking
- Must update Jessica and Connee on your work and assessment tools so that they can check with the Provost's Office to validate that the assessment can be counted as a “direct” measure of a learning outcome rather than an indirect measure.
- Must be very clear about what the competencies are
- We are not taking away faculty autonomy
  - There is a need for assessment of learning outcomes and curriculum to avoid overlap
  - Will help both adjunct and full-time faculty to understand the curriculum mapping
- Suggestion: look in professional areas that you are in to see what the industry expects learning outcomes and skills to be
  - Dennis is having an event to which industry leaders and hiring managers have been invited to discuss ways to strengthen the connection between higher education and industries
- Connee will reach out to the Divisional Deans and ask them to identify a point person for each program
- To keep in mind when speaking with departments:
  - Do you have one learning outcome?
    - Easiest one will be the skills
  - What are the current evaluation tools being used?
    - Collect forms of evaluation
      - Anything that the departments do directly
      - What are the direct measures?
- Collect the information regarding all instruments currently used and we will create an instrument that we can all use

- Departments will be able to tweak the instrument where necessary
- Ultimately, assessment committee will create several tools to help departments improve the evaluation process
- Our role is not to do it but to get the departments to do it
- Connee has already informed the divisional deans that the Assessment committee will begin work soon
- There is a lot to be done regarding assessment
- Learning objectives vs learning outcomes:
  - Learning objective: something you would expect the student to try to achieve
  - Learning outcome: a measure of how well the students have achieved the learning objectives
    - We are focused on learning outcomes
- There should be one learning outcome measuring one learning objective
- Rubrics help students understand exactly what they missed and how to better prepare moving forward
  - Also helps the faculty member know if he/she missed something or reviewed something to quickly in class
- When there are several measures of assessment and evaluation, students and faculty understand what the expectations are
  - The more we can quantify the learning outcomes and be less subjective, the better students do
- Suggestion: Assessment process begins with knowing the level of the students when they begin

#### 4. Volunteers for Programs

- Committee members will collect information the departments regarding measures of assessment currently used to assess the learning outcomes of the program
- We will discuss the information collected at the next meeting in December
- Programs and volunteers – please see spreadsheet

5. The next meeting will be December 16, 2014 from 12:30 to 1:30 at 7 East 12<sup>th</sup> Street, room 1223 to discuss the information that has been collected

- Before the meeting, please send any tools of assessment or information that you have collected to Jessica Martin ([jessica.martin@nyu.edu](mailto:jessica.martin@nyu.edu)) or to the SPS Office of Faculty Affairs ([sps.facultyaffairs@nyu.edu](mailto:sps.facultyaffairs@nyu.edu)) so that the information can be shared with the group
- Provost's Office representatives may come to next meeting
- Please send a brief biography and professional photo to Jessica Martin ([jessica.martin@nyu.edu](mailto:jessica.martin@nyu.edu)) so that the faculty website can be updated