

Assessment Committee Meeting Minutes Tuesday, October 6, 2015

Attendees: Jeannette Monaco, Ruth Danon, Alexandra Cazangiu, Barbara Borst, Anne-Marie Goetz, Yuna Seong, Patricia Heard-Greene, Jessica Martin, Kathleen Hulley, Maryann Hallenborg, Mike Palij, Connee Zotos

Updates on work from last semester

- Provost mandate (secondary responsibility for Assessment Committee members - primary responsibility for Academic Directors Council)
 - Academic Directors Council
 - Reviewed what the assessment committee did last year
 - Discussed curriculum mapping and student learning outcomes
 - Council will be held responsible for getting this done
 - Must reassess the Student Learning Outcomes (SLO) that was assessed last year and add another one
 - Must discuss if the SLOs met the expectations
 - If not, how will you improve the program
 - Assessment can be done at the course level rather than program level but should feed into program goals
 - All departments do not need to follow the same process but they must be able to follow the same process they define each year for consistency
 - Any conversation that Assessment Committee members can have within departments to move this forward should be had
 - Must add a second SLO to assess for 2015-2016
 - Consider content knowledge; will not be able to assess skills only
 - Assessments of knowledge can be done in various ways
 - Program assessment will improve student experiences and learning outcomes
 - May be another way to catch students early on if they need assistance or should maybe not be in the program
 - Must do curriculum mapping to understand course objectives, SLOs and program goals
 - SLOs must be measurable - cannot say "Students will understand..."
 - See Blooms taxonomy for verbs for SLOs
- Mid-Semester Evaluations
 - Will be vetted by Academic Directors Council on Oct 22 and Dean's Leadership in 2 weeks
 - Unless there are major changes, will go out in the beginning of November
 - Will be sent from the Assessment Committee
 - Anything you can do to move this along will be helpful

Project for this semester

- Decide on an SPS template for classroom observations
- Observations have been optional for promotion of full-time faculty, required for adjuncts
- Assessment committee must craft a template

- Strict template to follow or provide suggestions only (similar to mid-semester evaluations)
- Samples that were collected from various departments are available in the shared Google folder
 - Also distributed at meeting
 - Mark up with comments - what do you like and dislike?
- Focus
 - FT/Adjunct - should focus on full-time first
 - Credit/Noncredit - should focus on credit side first
 - Onsite/online - must consider both when developing
- Consider
 - Union issues for adjuncts
 - Who will do it and how often it will be done
 - Faculty population: 100 full-time and 2000 adjuncts
 - Summative and formative observations in faculty observation (this should be formative)
 - Communities of practice (being reviewed by Dennis)
 - Oversees a group of faculty
 - Should be person that does observations
 - Reviews curriculum
- After reviewing, will come back together and discuss
- Target draft date: end of fall 2015 term
- Data collection of assessment information
 - Currently looking at a system (NYU Stream) that can be used to suit many assessment needs

Next meeting

- Classroom observations
 - focus on instrument (what we will look at); not the process
 - Overall Goal: To measure effective teaching
 - Task for next meeting:
 - Look at what we have and think about what is important
 - Make notes and discuss at next meeting
- Mid-Semester Evaluation
 - Review and bring any concerns to next meeting

Meeting schedule

- Tuesday, October 27 11am - 12pm Room: TBD
- Tuesday, November 17 11am - 12pm Room: TBD
- Tuesday, December 8 11am - 12pm Room: TBD