

Assessment Committee Minutes

April 26, 2017

10:30am – Noon

Attendees: Barbara Borst, Carlos Villa, Diane Rubino, Jeannette Monaco, Kathleen Hulley, Patricia Heard, Shawncie Smith, Ruth Danon, Éowyn Melaragno

Agenda

1. Approval of Minutes March 21, 2017
2. Finalized Policies and Procedures for Delegated Access to NYU Course Shells (Patricia Heard and Shawncie Smith will present)
3. Graduate Grading Scale/Rubric Discussion and Recommendations

Approval of Minutes on 3.21.17

- Minutes are approved.

Finalized Policies and Procedures for Delegated Access to NYU Course Shells

- The purpose of the Delegated Access Policy and Procedures is to define the people who have access to SPS faculty information on NYU Classes.
- Any SPS role can have Delegated Access (Course Site Admin) or Departmental Delegated Access.
- Defined Roles proposed for Delegated Access:
 - **Departmental Delegated Access:**
 - **Academic Role** - Academic Directors, Dean, and above.
 - **Observation Role** - Time limit, faculty are notified they have access to the class they are observing.
 - **Operational Role** - Associate Directors and Program Administrators.
 - Departmental Delegated Access can do the following: make announcements, see content, and see classes.
 - Departmental Delegated Access cannot see or alter grades, give access, or change the course site.
 - **Delegated Access (Course Site Admin Role):**
 - This access is equal to faculty access and is what CAES and ITS currently have.
 - *Delegated Access* is a term IT currently uses (University language).
 - The Committee suggests CAES be mindful of this terminology as it is also the name of a role being proposed and therefore can be confusing.
- CAES clarifies to Committee that Faculty are not included in the Delegated Access Roles as they have their own access.
 - Further clarification for Committee: *Student Access* - can see class information, cannot edit, and cannot see hidden information.
 - CAES will work with ITS to assist with Adjunct Faculty access when they are not teaching.
- Committee is concerned these are University Wide Terms and should be more specific for SPS.
- Next steps: Shawncie will resend terms, adapt the terms for SPS, and further define Departmental Access.
 - Shawncie will re-grid everything so it is more understandable.
- The Committee's goal to have a terms of use document for Full Delegated Access and Departmental Access with defined roles and expectations.

- Timeframe: Ideally before Fall, but may need to start reviewing in the Fall as this is a complicated issue and will take time to have a communication plan for its rollout.

Graduate Grading Scale/ Rubric Discussion and Recommendations

- Graduate letter grade of an A has officially changed from a 93 to a 95.
- The Committee agreed to provide a *detailed* definition clarifying the meaning of each letter grade for the Graduate Grading Scale.
 - This was discussed at length as there were concerns that since the grading scale is a School-wide policy, then these definitions should be general so the department rubric can “fit into” the grading scale definitions.
- After much discussion and using the grading scales from Schack and Wagner as a guide (handouts), the Committee produced the following “working draft” of the Graduate Grading Scale:
 - **A:** Exceptional in all areas. Definition: Work at this level is unusually thorough, well-reasoned, creative, methodologically sophisticated, is well written, and shows effective analysis. Work is of professional quality.
 - **A-:** Excellent, superior work. Definition: Work is at this level is very thorough, well-reasoned, and written. Indicates a very strong understanding of core concepts, methodologies, analytical, meets professional standards.
 - **B+:** Very good, exceeds program standards. Definition: TBD
 - **B:** Good, meets program standards. Definition: TBD
 - **B-:** Mostly satisfactory meets program standards in most regards. Definition: TBD
 - **C+:** somewhat satisfactory, requires moderate improvement. Definition: TBD
 - **C:** marginally satisfactory, requires significant improvement. Definition: TBD
 - **C-:** Less than satisfactory, requires extensive improvement. Definition: TBD
- The Committee agreed to continue finalizing the Graduate Grading Scale using Google Docs, allowing everyone to provide additional edits throughout the week.
 - Moving forward: Carlos Villa will send the chart with descriptions of each grade out to the Committee in the next couple of days.
 - The Committee will finalize the Graduate Grading Scale by the following week (first week of May); the final draft will then be reviewed by the Academic Directors Council.
- Patricia Heard advised the following departments/ documents need to be updated with these changes to the Graduate Grading Scale: Registrar’s Office, NYU Classes team, IT Team for website updates, and the syllabus template.

Meeting adjourned.