

**CAMPUS ACADEMIC ASSESSMENT COMMITTEE**

**December 13, 2011 3:00 – 4:15 p.m.**

**Satterlee 117 Conference Room**

**AGENDA**

**Members Present:** Bruce Brydges (chair), Mark Huff, Jason Scheer, Anthony Molinero , Brian Ladd, Vicki Hayes , Debbie Conrad, Lisa Wilson, Kristi Vanhooreweghe, Oscar Sarmiento, Katie Jeror, Joel Foisy, Celine Philibert , Kickie Britt, Michael Schaff, Carleen Graham , , Phil Neisser, Melissa Cummings, Don Straight, Heather Sullivan-Catlin, Kim Bouchard, David Heuser, Steve Marqusee, Peter Brouwer, Debbie Anderson, Rick Miller, Jenica Rogers, Sissy Brown, Judy Singh

**Regrets:** Greg Gardner, Jim German, Richard Williams, Laura Walsh, Dennis Conrad, Michael Sitton, Jill Pearson, Chip Morris

**WELCOME:** Bruce Brydges extended a welcome to all

**BUSINESS:**

**Minutes of Meeting September 26, 2011 & October 12, 2011**

1. Minutes at [http://www.potsdam.edu/offices/ie/assessment/upload/09\\_26\\_11-Academic-Assessment-Minutes.pdf](http://www.potsdam.edu/offices/ie/assessment/upload/09_26_11-Academic-Assessment-Minutes.pdf)
2. Minutes of meeting with Dr. Ruud at [http://www.potsdam.edu/offices/ie/assessment/upload/Minutes-for-visit-with-Dr-Ruud-10\\_12\\_11.pdf](http://www.potsdam.edu/offices/ie/assessment/upload/Minutes-for-visit-with-Dr-Ruud-10_12_11.pdf)

Dr. Ruud had some very complimentary comments regarding his meeting with the Campus Academic Assessment Committee and our use of the web for publishing assessment plans and resources.

3. Middle States Self Study update - A look at Self Study assessment related items: <http://www.potsdam.edu/offices/ie/upload/MSCHEnov11.pdf>

**Findings for Standard 14 included in the Self-Study were as follows:**

1. Assessment of student learning is becoming an integral part of the life of the institution.
2. All assessment plans are linked to College, Schools, and Department/Program mission statements or the Potsdam graduate as required.
3. While there have been resources and many opportunities for professional development in Student Learning Outcomes assessment, additional measures are necessary to create effective assessment programs in all areas and to build upon the developing culture of assessment campus-wide.
4. Communication and transparency related to the process of assessing student learning outcomes is available but there is limited evidence that these data are used for planning, goal setting, policy making and resource allocation.

Please be prepared to discuss Assessment of Student Learning Outcomes, your plan and process with the MSCHE visiting team members March 26, 27 & 28, 2012.

4. 2012-2013 Three year reporting cycle proposal and matrix. There was a presentation of a possible 3 year Assessment and Reporting cycle matrix. Several requests were made for changes and the next draught of the matrix will be shared with the CAAC members in the near future.
5. Assessment of SUNY Potsdam's Gen Ed student learning outcomes Spring 2012 for Aesthetic Critical and Discriminative (AC); Aesthetic Experiential (AE); Social Sciences (SA); First Year Writing (FW) & Information Literacy (IL/IM); and Writing Intensive (WI),

- Best Practice workshops in conjunction with LTEC to be held for faculty teaching these designators in Spring 2012
  - Included:
    - Awareness of designator specific student learning outcomes
    - Sharing of best practices for assessing {assessment tools and activities}
    - Sharing and discussion of the Gen Ed data gathering instrument
      - **Lisa Wilson requested a modification to the assessment plan if perhaps WI,FW, AE and AC designators be spread throughout the 3 years as opposed to all assessed at the same time.**
      - **Jenica Rogers shared the progress of the Gen Ed subcommittee which has been charged to review Information Literacy utilizing last year's assessment data.**
6. The Potsdam Graduate: An edited draft of The Potsdam Graduate was shared with the members of CAAC for discussion and feedback to the Gen Ed sub –committee charged with the rewriting of this important mission statement. It was noted that the new version was:
    - a. Much more **Student Learning Outcome** friendly!
    - b. Much “greener”.
    - c. Much more contemporary.
    - d. Much more assessment friendly. (Senior Capstone Project reinstated).
  7. Department/Program Assessment Plans 2011-2012 and Reports & Action Plans 2010-2011 update
    - a. A majority (71%) of 2010-2011 Assessment Reports have been received and the plan is to make these available to the Middle States visiting team in an ***Assessment of Student Learning Report and Action Plan Electronic (Wiki) Archive Room***.
    - b. Those Departments and Programs with Reports still in process are encouraged to submit them as soon as possible.
  8. Assessment of Learning Communities (FIG) data: Presentation by Oscar Sarmiento and Judy Singh
    - a. **Oscar gave a brief overview and history of Learning Communities and FIGS at SUNY Potsdam**
    - b. **Judy gave a power point presentation on how the results were figured**
    - c. **Joel Foisy made some suggestions for further analysis**
  9. NSSE – Spring 2012 – all First Year and Seniors - Pilot Update – Rick Miller
    - **Rick Miller indicated that there will be two versions of NSSE this coming Spring as a portion of our students will be invited to complete the existing NSSE 1.0 version and another cohort will be invited to complete the pilot version of NSSE 2.0. Rick ask the Faculty to encourage their students to complete the survey which will be launched February 13<sup>th</sup>, 2012 as NSSE data is used by many Departments and Programs as indirect assessment data.**
    - **The SUNY mandated Student Opinion Survey (SOS) will also be conducted this Spring 2012 as a paper and pencil version to a random sampling of students. Once again Faculty are encourage to support this survey by disseminating the survey in their classes if requested.**
  10. Rubric for Evaluating Status of Department/Program Student Learning Assessment Processes: Members of the CAAC were asked to complete the Rubric and submit before

the end of December 2011. This activity was suggested strongly by Dr. Ruud during his visit with the CAAC in October.

**11. Other Business:**

12. **Next Meeting:** May 15th, 2012 3:pm Location TBA