

**CAMPUS ACADEMIC ASSESSMENT COMMITTEE**  
**December 15th, 2010 3:00 – 4:15 p.m.**  
**RAYMOND HALL 8<sup>th</sup> Floor Lounge**  
**AGENDA**

**Members Present:** Bruce Brydges (Chair), Mark Huff, Maureen McCarthy, Debbie Anderson, Michael Nuwer, Lisa Wilson, Caroline Downing, Jan Trybula, Jim German, Oscar Sarmiento, Joel Foisy, Robyn Hosley, Richard Williams, Joanne Stiles, Don Straight, Heather-Sullivan-Catlin, Robin Cullen, Michael Sitton, Steve Marqusee, Phil Nessier, Peter Brower, Rick Miller, Jenica Rogers-Urbancic, Sissy Brown, Judy Singh

**Regrets:** Alan Hersker, Rob Ewy, Kathy Valentine, Robert Badger, David Heinick, Kirk Severtson, David Curry,

**WELCOME:** Overview by Bruce Brydges

**BUSINESS:**

**Minutes of Meeting Sept. 27th, 2010**

1. Minutes at [http://www.potsdam.edu/offices/ie/assessment/upload/09\\_27\\_10-Academic-Assessment-Minutes.pdf](http://www.potsdam.edu/offices/ie/assessment/upload/09_27_10-Academic-Assessment-Minutes.pdf)
2. **Middle States Self Study update** - German
  - update on recent MSCHE conference in Philadelphia
  - regular updates on IE website
  - questions regarding the timing and outcome of self-study.
3. **Middle States Self Study Standard 14 – Student Learning Assessment Draught Report – Data, with findings and recommendations** – Brydges
  - Overview of the Standard 14 MSCHE Working Group Faculty Survey
  - Summary of Findings and Recommendations of the Standard 14 Working Group Report
  - some discussion of academic assessment and faculty work-load findings and recommendation
4. **Assessment of SUNY Potsdam’s Gen Ed student learning outcomes** – Downing
  - Three Year Cycle Assessment Spring 2011 for Critical Thinking Experience(FC), Modern Languages (ML), First Year Speaking (FS) & Information Management (IM), Speaking Intensive (SI), Other World Civilizations (XC), and American History (AH)
    - Notification emails requesting that Designator student learning outcomes be included in Spring 2011 Syllabi and announcement of upcoming workshops
    - Suggestions that emails sent to faculty of Gen Ed designators also be copied to Chairs
    - Designator workshops early in Semester:
      - 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
  - Suggestions that the workshops be available to all who teach designators even if they are not teaching this coming Spring

- Also noted that Caroline Downing will be going on sabbatical for the Spring semester and Jim German will be the interim Chair of the General Education Committee
  - o Discussion of the new Outcomes language to be included in the General Education Faculty Handbook

5. Professional Development Opportunities:

- Contact Bruce in IE office if you or any of your department faculty are interested in any of the upcoming professional development opportunities. Ext 2881
- Thursday, February 24, 2011 - Linda Suskie, Vice President, MSCHE \*\*\*\*\* Moving Ahead with Student Learning Assessment \*\*\*\*\* Schenectady County Community College\* This fast-paced workshop will help you identify additional assessment strategies, summarize results, and use results to make improvements. Short presentations will be interspersed with breakout exercises and time for questions. Participants are encouraged to bring one learning outcome that they're struggling to assess.
- National Institute for Learning Outcomes Assessment – Newsletter and papers:
  - o Regional Accreditation and Student Learning Outcomes Assessment: Mapping the Territory <<http://www.learningoutcomeassessment.org/occasionalpapersix.htm>>
  - o Accreditation Perspectives from Campus Leaders on the Current State of Student Learning Outcomes Assessment: NILOA Focus Group Summary 2009-2010 <<http://www.learningoutcomeassessment.org/occasionalpapersix.htm>>
  - o Listening to Students <<http://www.learningoutcomeassessment.org/documents/L2S10-05Otis.pdf>>
- Scholarship of Teaching and Learning Institute -Thursday, January 13, 2011 - Empire State College, Saratoga, NY - Develop applied research skills related to teaching and learning and strengthen the use of assessment information as a basis for publishable research .

**6. Assessment Reports and Action Plans 2009-2010 update.**

- Dean of Arts and Sciences indicated that these will be expected in upcoming Department Reports (August deadline)
- Also Implications for timing to be included in Student Learning Outcomes Meta-Evaluation Report (See Standard 14 recommendation)
  - Bruce encouraged all to submit Assessment Reports and wrap 2009-2010 in order to concentrate on 2010-2011
- Suggestion that Deans be copied on requests for all outstanding reports.

**7. Department/Program Assessment Plans AY 2010/2011 update.**

<http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>

**8. Assessment of Student Learning Outcomes – SUNY Potsdam upcoming Grant Announcements for 2011-2012**

Announcement – Grant for departments who have low student achievement data on any particular outcome and who would like to conduct an intervention/add resources/ develop new assessment instrument in order to improve student achievement. Amount of Grant TBA.

- \$ to implement a change/intervention to improve student achievement on low performing student learning outcome.
- \$ to implement a change/intervention to improve student achievement on low performing designator for General Education student learning outcome.

9. **NSSE – Spring 2011 – all First Year and Seniors** – Initial Invitation will go out Valentine’s Day (Feb. 14<sup>th</sup>) Please consider hosting a NSSE party as part of your Senior Seminar to ensure large number of responses for Major reports.

10. Other Items

**Middle States Commission on Higher Education Recommendations for Assessment:**

- Keep assessment useful.
- Keep things simple – especially in terms of time.
- Value assessment.
- Just do it!

**Next Meeting:** May 18<sup>th</sup>, 3:pm location TBA