

CAMPUS ACADEMIC ASSESSMENT COMMITTEE
Tuesday, September 24, 2013 3:00 – 4:30 pm
Raymond Hall 8th Floor
AGENDA

Members Present: Bruce Brydges (Chair), Alan Hersker, Debbie Conrad, Kathy Valentine, Rob Badger, Katie Jeror, Joel Fosey, Michael Schaff, Phil Neisser, Don Straight, Heather Sullivan-Catlin, Maya Kalyanpur, David Heuser, Peter Brouwer, Debbie Anderson, Glenda Morales-Hanley, Sissy Brown, Caroline Downing, Greg Gardner, Kathleen O'Rourke, Tom Baker

Regrets: Melissa Cummings

WELCOME : Bruce Brydges extended a welcome to all present members and guest from the Student Success Center – Tammy Durant.

BUSINESS

- 1) Minutes of May 14th 2013
 - **are on the IE website**

- 2) 3 year reporting cycle and action planning - Morales-Hanley
 - New Templates available
 - Department/Program Assessment Plans with any changes are due September 30,2013
 - Reports for Departments/Programs in 1st year of cycle are due September 30, 2013
 - **Glenda reminded Faculty that reports are due September 30th**
 - **she has received reports and assessment plans and gave a demo as to where they could locate them on the IE website**

- 3) Early Alert: Request for assessments early in the Fall semester to help in identifying students that are struggling - Durant
 - **Tammy gave an explanation of the early alert system and encouraged all faculty to submit early alerts as they are very important to help the student succeed**
 - **she also stressed that new students aren't used to the new demands of college life so the early alerts will help the student through tutoring etc.**
 - **Phil suggested to send e-mails accordingly so they know when early alerts will be**
 - **Tammy said early alerts will be from September 27th to October 7th**

- 4) Mini-grants and final report from last year. – D. Anderson
 - **Debbie gave an overview of the mini-grant that was awarded to SOEPS**
 - **she stated that it a short application and that everyone is on a strict budget that the money awarded could greatly benefit your department**

- 5) Assessment Mini-Grant Announcement(s) – Singh
 - **IE will be announcing the winner of the mini grant for next year**
 - **may leave the deadline open until the grant is given**

- 6) Assessment of SUNY Potsdam’s Gen Ed student learning outcomes Spring 2013 for (FM), (WC) (SB), (SP), (LB) & (PE) Report – Morales-Hanley
 - **refer to power point presentation and handout**

- 7) Spring 2014 Assessment of Gen Ed SLOs for Designators: (FC/IL), (FS/IL),(SI/IL), (XC) & (AH) Discussion of timing for Best Practices Workshops – Morales-Hanley/Brydges
 - **Dr. Bruce asked for suggestions as to timing for best practices workshop**
 - **response was – the sooner the better and schedule different time slots**

- 8) NSSE – Spring 2013 – Data Presentation and Discussion – Brydges
 - **refer to power point presentation and handout**

- 9) Other items
 - **Dr Bruce thanked everyone for coming**

Next Meeting: December 10th, 2013 3:00 pm