

**CAMPUS ACADEMIC ASSESSMENT COMMITTEE**

**May 18<sup>th</sup>, 2011 3:00 – 4:15 p.m.**

**RAYMOND HALL 8<sup>th</sup> Floor Lounge**

**AGENDA**

**Members Present:** Bruce Brydges (chair), Alan Hersker, Mark Huff, Joe Timmerman, Brian Ladd, Vicki Hayes, Kathy Valentine, Lisa Wilson, MJ Heisy, Oscar Sarmiento, Joel Foisy, Lawrence Brehm, Robyn Hosley, Joanne Stiles, Michael Sitton, Peter Brouwer, Phil Neisser, Debbie Anderson, Rick Miller, Jenica Rogers, Sissy Brown, Judy Singh

**Regrets:** Debbie Conrad, Celine Philibert, Richard Williams, Don Straight, Heather Sullivan-Catlin, Dennis Conrad, Robin Cullen, Chip Morris, Jim German

**WELCOME:** Bruce Brydges extended a welcome to all and new appointees

**BUSINESS:**

**Minutes of Meeting Dec. 15<sup>th</sup>, 2010**

1. Minutes at [http://www.potsdam.edu/offices/ie/assessment/upload/12\\_15\\_10-Academic-Assessment-Minutes-1.pdf](http://www.potsdam.edu/offices/ie/assessment/upload/12_15_10-Academic-Assessment-Minutes-1.pdf)
2. Middle States Self Study update - B. Brydges- The Middle States Commission on Higher Education is nearing the end of the data gathering process. There are only 3 standards left for the Self Study Steering Committee to review and these are scheduled to be completed this Wednesday May 25<sup>th</sup>.
3. Middle States Self Study Standard 14 – Student Learning Assessment Draught Report Revised and disseminated to members of CAAC with input from our last meeting in December – also chart of rubric: status of student learning outcomes – see attached – B. Brydges asked if there were any questions or thoughts. John Omohundro asked for clarification of “operationalization of college mission statement”. Reply was that it is putting meaning to what is and what is not included in the statement for purposes of assessment/measurement. Phil Neisser added that this was consistent with the social sciences.
4. Assessment of SUNY Potsdam’s Gen Ed student learning outcomes Spring 2011 for Critical Thinking Experience(FC) & Information Management (IM), First Year Speaking (FS) & Information Management (IM), Speaking Intensive (SI), Other World Civilizations (XC), and American History (AH) - Brydges
  - Best Practice workshops: <http://www.potsdam.edu/offices/ie/assessment/index.cfm>
  - 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
    - Data collection currently underway and will be analyzed in June
    - Productive discussions from the workshops and Gen Ed, Institutional Effectiveness and LTEC will combine to conduct these again in Fall 2011 for the courses with designators to be assessed in Spring 2012 (AC, AE, FW, PI, SA, WI)S
    - sharing of best practices for capturing assessment data for each student learning outcome within the designator

- Information Literacy which is embedded in FC, and FS will be assessed for the very first time. This is a pilot 1<sup>st</sup> year – Jenica thanked Gen Ed for the help because 8 librarians cannot do it all and Middle States looks closely at this.
  - The point was raised that there is need for clarification of the student learning outcomes for Information Literacy in the Faculty Handbook. This is already being addressed.
5. Department/Program Assessment Plans 2011-2012 and Reports & Action Plans 2010-2011 update - Brydges
- 2010-2011 **Assessment Reports due August 31,2011**
  - 2011-2012 **Department/Program Assessment Plans due September 30, 2011**
  - Department/Program Assessment Plans AY 2010/2011 can be viewed at:  
<http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>
  - Copies of plans will be disseminated in word document attachments for update over the summer
  - There will be an electronic **Assessment Plan Report Archive Room** established for the visiting MSCHE team to visit and review
  - **2 major goals before SP 12 visit**
    - i. **Dept/Program Assessment Plans up-dated by all departments**
    - ii. **visiting team will want to see Dept/Program Assessment Reports and as well as Action Plans completed in regards to how well students have achieved and programs have improved. (Archive Room)**
    - iii. **Rick Miller stated the archive room is beneficial for any review and gave an example**
6. Assessment of Student Learning Outcomes – SUNY Potsdam **Mini-Grant Announcement** for 2011-2012 - Brydges
- \$ to implement a change/intervention to improve student achievement on low performing student learning outcomes
  - **Four \$500.00 mini grants are available as follows:**
    - i. Two mini-grants will be awarded for activities/projects to improve student achievement on Department/Program Student Learning Outcomes Assessment Plan.
    - ii. One mini grant will be awarded to an activity/project whose focus is assessment related to Information Literacy.
    - iii. One mini grant will be awarded to an activity whose focus is assessment related to a General Education designator.
  - **award proposals due August 31, 2011 and winners will be announced at the Fall CAAC meeting on Sept.26,2011**
  - **For more information and forms visit:**  
<http://www.potsdam.edu/offices/ie/assessment/index.cfm>
7. NSSE – Spring 2011 – all First Year and Seniors - Update – Miller
- **28% response and June 1<sup>st</sup> closure for NSSE**
  - **once again Faculty were asked to encourage freshman and senior students to respond to the NSSE survey**
  - **NSSE is currently testing a new version of their survey to be released in 2013.**

## 8. 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:** September 26, 2011 3:pm Location Satterlee Conference Room 115