

Academic Assessment Council (AAC)

Meeting Notes
December 8, 2020

In attendance: Jane MacKillop, Donna McGregor, Zoila Morell, Anne Rothstein, Evan Senreich, Don Sutherland, Devrim Yavuz (via Zoom)

The meeting started at 2:00 PM

Welcome & Updates:

The Council was informed that the New York State Comptroller had placed the AMS up for open bidding which, tentatively, would close at the end of today. The Council was also informed that 21 people attended the November 19 assessment workshop.

Assessment Management System (AMS):

- Nuventive's *Improve*: open bidding; an update would be provided at the next meeting of the AAC.
- Dropbox will be used for AY 2020-21 plans and reports.

Assessment Plan Update:

To date, 64% of AES units and 73% of academic departments had submitted assessment plans.

Assessment Plan Feedback:

Insights from assessment plan review were shared. The most common issues for AES plans were issues related to:

- Outcomes not being specific, clear, and concise (almost half of plans)
- Lack of pre-determined targets for success
- Outcome viability (COVID-19 issues)
- Outcomes were not measurable

AES plans were reviewed using a checklist based on each of the first three steps of the 6-step assessment plan. The AAC requested a copy of the checklist.

On the academic side, similar issues were noted in assessment plans. There were cases where what was intended to be assessed was not specific. It was suggested that assessment plans were prepared without considering a larger audience that might not be familiar with departmental learning goals.

It was suggested that a spring workshop be developed based on the findings from assessment plan review, using specific examples from the plans.

There was a wider-ranging discussion on the relationship between program and institutional goals and how to translate the ILOs, which were viewed as categories, into specifics that could be used across programs and departments.

A question arose as to whether changes in program goals need to go through the governance process. This matter will be researched for the next AAC meeting.

The AAC also suggested that it would be useful if each AAC member had a list of assessment coordinators.

The AAC reaffirmed the importance that departments share assessment findings with their faculty once the assessment reports are completed. Shared assessment findings contribute to improvement.

Brown Bag Lunch: It was noted that a Brown Bag lunch could be held during the week of December 14 to provide a high-level overview of the findings related to assessment plan review.

The meeting adjourned at 3:00 pm.

Don Sutherland, Acting Secretary