

# Academic Assessment Committee

## Meeting Minutes

September 17, 2018

Blue & White Room, Student Center

**Present:** H. Abadiano, L. Amaya-Bower, M. Anton, C. Broadus-Garcia, S. Clapp, M. Fallon, R. Kirby, Y. Kirby, M. Kruy, J. Mitrano, M. Nunn, H. Rodriguez

Meeting Called to order 3:05 p.m.

Minutes of May 7, 2018 meeting were unanimously approved.

Members of Academic Assessment Committee introduced themselves.

### Announcements

Richard Kirby has been hired by the University in the role of Assessment Coordinator in the Office of Institutional Research and Assessment.

1. Future meeting dates: 10/1, 10/8 (possibly for an MSC subcommittee mtg), 10/22, 11/5, 11/19, 12/3 (hold for possible conflict with Faculty Senate schedule)

### New Business

1. Committee elected the following officers and/or representatives for 2018-2019:
  - a. Cassandra Broadus-Garcia was elected the chairperson.
  - b. Marianne Fallon was elected as the representative to the Online Learning Committee.
  - c. Martha Kruy was elected as the recording secretary.
  - d. Committee voted to approve Richard Kirby as a permanent, non-voting guest of the Academic Assessment Committee.
2. Duration of responsibility to the Academic Assessment Committee (AAC) is for the full year.
3. The Committee still needs a Dean's-appointed representative from the Business School.
4. Discussion ensued regarding revisions needed for both the AAC's Mission Statement and By Laws, especially in regards to General Education Program assessment and the Multi-State Collaborative Program. Specifically:
  - a. Once the Gen Ed Curriculum Sub-Committee has decided on its own role regarding the program, the AAC will need to revise the Primary Functions to reflect the new General Education Assessment Initiative, as directed by the Faculty Senate vote in November 2017.
  - b. The Committee needs to revisit possibilities for recommending assessment grant funding with possible help from Dr. Toro, President of CCSU.
  - c. The Chair requested corrections/revision to mission statement and by laws from full committee in emails to her before next meeting, on September 28.
5. A brief discussion ensued regarding the CSCU System's assessment structure.
6. Yvonne Kirby led a discussion regarding the NEASC/NECHE visit from Sunday, Sept. 23<sup>rd</sup> through Wednesday, Sept. 26<sup>th</sup>. The Self-study report was explained and discussed along with planned activities for assessment. The location was provided for all documents to be reviewed before meeting with the visiting team. Committee members were advised on how best to prepare from the NEASC/NECHE visiting team:
  - a. Assessment Committee activity is included in the self-study report.
  - b. We have made significant progress for Gen Ed assessment and have significant data for three student learning outcomes. We have begun collecting Information Literacy and Civic Engagement data for future scoring, possibly January 2019.

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- c. Standards 2, 4, 8 will be reviewed by NEASC/NECHE team when meeting with campus Assessment representatives.
7. Discussion about last year's activity proceeded:
  - a. 28 reports were assessed in last AY (2017-2018) by AAC.
  - b. Sample Feedback letter was presented by Dr. Broadus-Garcia. Feedback letters to departments included comments from entire committee. Letters included thanks for their participation in assessment program, gave feedback, specific suggestions for progress in future.
  - c. Dr. Broadus-Garcia reported that Deans have always received copies of feedback letters in order to allow better communication between deans and department chairs or assessment report preparers.
  - d. Dean's representatives to the AAC can serve as mentors to departments and/or program representatives in their schools. Dr. Fallon discussed how she had been meeting with CLASS department chairs to go over AAC feedback letter – a beneficial process that has been well received.
8. Future Departmental Guidelines for Reporting and Feedback Discussion
  - a. After scoring retreats, AAC will continue to provide resulting student-artifact data to those departments who participate in the General Education Assessment Initiative (MSC-model).
  - b. Discussion about the importance of using common rubrics to reliably assess GenEd learning outcomes. Otherwise, assessments are about course content rather than the student learning outcomes.
  - c. Departmental Reporting Guidelines have been updated and are located on OIRA's website. Guidelines for Summary Reports are only different within the GenEd reporting sections.
  - d. AAC needs to determine how each program knows which faculty participated in GenEd Assessment Initiative (MSC-model). Possibilities include a list compiled by OIRA that provides names of faculty names and courses who have submitted artifacts for Learning Outcomes assessment.
9. Assessment of Accredited Programs - Discussion was regarding those programs that are required to submit reports to external accrediting bodies and meet requirements for CCSU reporting to the BOR and to NECHE. The Committee decided to invite the department chairs to the next AAC meeting to resolve the duplication of efforts on behalf of those departments.

Meeting adjourned 4:34 p.m.

Submitted respectfully,  
Martha Kruey  
Secretary