

Outcomes Assessment Committee Meeting

Tuesday, December 8, 2009

Attendees:

Kathy Morley
Pria Alpern
Nicole Nehrig
Gladys Schrynemakers
Sara Haden
Anne Zahradnik
Tina Zerilli
Jacquie Fraser
Philip Wong
Carole Griffiths
Dawn Kilts
Maria Vogelstein
John Killoran
Mohammed Ghriga
Valerie Lava
Stephanie Steinberg
Rodney Pink
Maria Vogelstein

Minutes:

Two new members:

Stephanie Steinberg – Office of Career Services
Rodney Pink— Director of Residence Life

Introductions are made to new members

Kathy Morley handed out a draft rubric and sample report

- The rubric is meant as a guide for the key components in a report
 - You should be able to trace a single goal across the levels
 - Want at least one direct measure in addition to any indirect measures
 - If no need for action, make sure the report indicates that
- From the sample report you can see how the dimensions of the rubric are applied

Update on submissions:

The IT department is overwhelmed with the new website so a WebCT has been set up for the OA Committee and will be ready by the end of the week. An email will be sent out when it is ready for information to be uploaded to it.

The Deans will have access to this as well.

The reports will all be there in folders for each department.

Within the folders we will set up commentary for liaisons and Deans.

Question: Will the reports turned in last month be reviewed to make sure the presentation of the material was done correctly e.g., stated project goals appropriately?

Answer: Each of the liaisons should set up a meeting with his or her area in January or February for a feedback session.

- Vote is to review reports for each area separately, not as a committee
- Contact Pria Alpern to set up a meeting for project review for January or February
- Graduate Assistants will write a short Executive Summary of the feedback from these meetings in order to have a paper trail for Middle States

Timeline for reviewing submissions:

The Deans will see the phase one submissions and submit a 2-page report to Kathy Morley by early January

- Will send a copy of the memo to the Brooklyn Deans regarding the 2-page report
- The Deans' report will comment on progress of assessment in his or her area, the usefulness and significance of the reports, and any additional information the Deans would like to add about the context of assessment in her or her area

Then feedback sessions will take place in January and February with the liaison, Kathy Morley, and the report authors (anyone else from the department that is interested, can attend).

Then at the committee meeting in March, we will look at what is needed among the areas to help develop second phase.

For areas that already have systematic assessment for their disciplines, Kathy Morley will talk with the liaison from those areas regarding feedback.

It will be left up to liaisons to communicate what they will need for Phase 2. Liaisons should write their reports in Word (2007 version); please include a copy of the rubric, if you have one.

Middle State's expectations:

Middle States wants:

- A history of the work of the committee—so now, we are sending the Assessment Flash emails which provide documentation of assessment on the campus
- To see faculty involvement in the assessment process
- A history of assessment in the department (if available)—wants to see actions taken, e.g., changes in pedagogy or curriculum

Middle States wants to see that we are always reevaluating the mission. If the mission changes, the departments will be notified.

It is important for each department to be supporting the campus mission on all levels: coursework, departmental missions, faculty, etc...

We will be having focus groups on the Brooklyn Campus to discuss the mission so that it remains a living statement.

Closing Comments:

January 5th there is a Rubrics Conference in Orlando— anyone who is interested in attending, please let Gladys know