# Outcomes Assessment Committee Meeting Notes February, 3<sup>rd</sup>, 2009

## 1. Pria presented annual reports update

Notes:

- Management and managerial sciences should be merged.
- Gladys wants to share the list of completed annual reports with the Deans soon if anything is missing and needs to be added, please e-mail Pria: Pria.Talwar@gmail.com
- Education: We will review what has already been submitted as the current list does not appear accurate. Pria will be in touch with Valerie Lava (valerie.lava@liu.edu) regarding School of Education reports that have been submitted.
- Pharmacy: Focus group update. Pharmacy has a big plan in the works.
- Student Services: Review which annual reports were received. It appears that some are missing from the list. Pria will be in touch regarding reports received.
- Phil: The feedback process is an important part of the OA process, in addition to getting the reports themselves.

## 2. Liaison Reports:

- The School of Ed: reports need to be reviewed. Theirs wasn't reviewed in the Jan. meeting. Cathie could arrange a follow-up plan with School of Ed, after the committee reviews the Ed. Annual reports. It was decided that we would send the School of Ed annual reports that have not been reviewed out to the committee for comments. If anyone has comments, e-mail Pria: <a href="mailto:Pria.Talwar@gmail.com">Pria.Talwar@gmail.com</a> or Naomi: naomiazar@gmail.com.
- Global College: OK
- **Pharmacy:** gave update addressed the plan for focus group
- **CORE** curriculum: OK
- **Computer**/ **Literacy:** Note that these should be listed together, not separately.
- School of Business: Note: Management is part of Management Science. Also, they are still having issues getting faculty to understand what OA is. The Dean needs to address this with faculty.
- **Student Services**: Still have some reports to submit. It would be good of OA sent a reminder e-mail.

# • Connolly College:

- o Gender Studies: not so concerned
- Philosophy: Chose to do their Core course. Pria to follow up with Margo
   Kwonzo. They developed a matrix to assess essays in their Philosophy 1 and 2 class
- o <u>Humanities</u>: Need a liaison
- Communication: They have an outside accrediting body. Gladys will e-mail Maria Vogelstein both re: Phase I report submission and to see if Maria and David can come up with a Humanities representative
- Science: (Note: Chemistry and Biochemistry should be merged Pria) They
  have an outside accrediting agency. They should be encouraged to complete
  Phase I.

- o <u>Social Sciences</u>: Phase I for Economics is complete and will be e-mailed.
- o <u>Psychology</u>: (Note: Psych & PhD should be merged Pria).
- o Political Science: Liaison will remind the department to submit Phase I.
- Social Work: Has an outside accrediting body. They should submit Phase I.
   Note that Common Ground is affiliated with social work.
- O Dance: Check if anything was submitted (Naomi to be in touch with Dana Hash)
- o <u>Music</u>: Check if anything was submitted (Pria)
- o Speech: Check if anything was submitted (Pria)
- o Theatre: Check if anything was submitted (Pria)
- At present, the OA Committee most needs to hear from Political Science and Social Work

### 3. Middle States Discussion

- Do we need a paper trail for Middle States? Paper trail should come from the committee.
- Gladys- the paper trail is the e-mails being sent. The committee met, we said this...etc.
- Phil: The feedback process is critical. There is the informal process for feedback and then there is the paper trail formal feedback. When Phase 2 is submitted, there can be an organized review of the reports.
- Need an academic review and a Dean review
- "Who owns outcomes Assessment?" It's owned by various people. How do you show the Shared ownership? What is the feedback loop? We need to see that shared ownership in a paper trail.
- Phil and Gladys as the co-chairs will submit something to the Deans. Maybe send out Phase 1's to the Deans and have them sign off. If departments know that Phase I will be shown to their Dean, everyone will take it more seriously.
- Need to update the current list of submissions before sending it to the Deans.
- Gladys hoping to advance electronic submissions for the next round.
- Gladys and Phil will draft something that will be sent to Deans. It will also include a reminder of the upcoming Phase 2 deadline (May 18, 2009). Note: the format for Phase 2 is on the original template as well as on the website.

## 4. General Matters and Review of Middle States Booklet

- Cathie will update at next meeting. She wanted some faculty representation from Brooklyn for the University Wide committee.
- We can't scan this for the website, but copies will be sent to all the Deans and all the liaisons. There are also copies of the handbook in Gladys's office and online.

#### 5. Review of OA website.

- The OA checklist is on the website to be used when your department is starting to create their OA plan
- The Annual Report Form is online
- Other online resources include: assessment glossary, sample assessment efforts, assessment in the classroom, list of accrediting bodies on this campus,

- explanation of Student Voice, Student Voice project request form, sample surveys, Outcomes Assessment chatroom, etc.
- The site should be a resource it and of itself. It is easilu accessible from Quick Links on the Brooklyn home page
- Request: More workshops. We should do a Phase II workshop. Goals: How do you report and also, what do you do with the data? How do you analyze it and how does it inform courses, etc.
- Follow Up: Everyone e-mail Pria (Pria.Talwar@gmail.com) to tell her what they think should be covered in a Phase 2 Workshop.