

OFFICE OF ACADEMIC AFFAIRS • UNIVERSITY CENTER

700 Northern Boulevard • Brookville, New York 11548-1327

University Assessment Committee Meeting Meeting Notes of Friday, January 9, 2009 11:00 a.m. – 12:00 p.m. LLC 219, Brooklyn Library Room 355, C.W. Post

Present: Bea Baaden, Sylvia Blake, Margaret Boorstein, Allison Brennan, Jennifer Browne, Liz Ciabocchi, Winifred Donahue, Kathleen Feeley, Heather Gibbs, Nancy Low Hogan, Lee Kelly, Mary Lai, John McLoughlin, Elizabeth Mezick, Kathleen Morley, Deborah Mutnick, and Daniel Rodas

I. University Assessment Organization

The Committee recommended making additional changes to the University Assessment Work Flow Chart. As is, the chart is too complicated. K. Morley will make changes and present a revised version at the next meeting.

The discussion of how the Regional Campuses fit into the University assessment work flow was postponed to the next meeting, so that the Associate Provost's have an opportunity to discuss the issue among themselves first.

Annual assessment forms are available now on the University Assessment website (http://vpaa.liu.edu/assess.htm).

II. Elements of an Assessment Plan

K. Morley asked the Committee to examine the table of contents for institutional assessment plans at Bucknell University, Kansas State University, and the University of Wisconsin – Madison, noting that there is not a standard template or exemplar report format for institutional assessment plans. Formats differ broadly. The Committee decided to use the content of the University of Wisconsin – Madison's institutional plan as a template for getting started (See http://www.provost.wisc.edu/assessment/Assessmentplan2003_R2008.pdf).

III. Draft Assessment Plan (continued discussion)

K. Morley asked the Committee to examine both the table of contents for the above institutional assessment plans and a draft matrix listing major assessment initiatives and timeline for addressing them in the next five years. She asked if a narrative report and/or the matrix would be beneficial to Long Island University. The Committee agreed that both would be helpful and that it should begin with the development of a narrative addressing topics such as those in the University of Wisconsin – Madison report, i.e., context for assessment, roles and responsibilities for assessment, operational guidelines, use of assessment results, etc.

IV. Status of Phase I Annual Assessment Reports: Brooklyn & C.W. Post

W. Donahue reported how annual assessment reports were reviewed at the Brooklyn Campus. Reports were submitted to the Outcomes Assessment Committee. The Committee discussed reports from academic units one at a time. Notes were taken on comments. The notes for a given unit will be given to the appropriate department liaison who will share them with his/her department. Reports from student support services units will be reviewed by W. Donahue, G. Schrynemakers, and K. Morley. Deans will be notified about which departments have not yet submitted reports via a memo.

M. Boorstein reported how annual assessment reports were reviewed at the C.W. Post Campus. Reports were submitted by departments to the appropriate Dean. Deans shared the reports and general comments with the Outcomes Assessment Steering Committee. The Outcomes Assessment Steering Committee asked for volunteers to review the reports, both academic and student support services reports. Deans were asked to offer names of faculty who might be interested in reviewing the reports. Nine members from the Committee and one faculty member who was not on the Committee volunteered. Volunteers met with the University Director of Assessment to discuss best practices regarding assessment reports. Deans will be notified about which departments have not yet submitted reports via a memo.

V. Other Business

The Committee discussed the article, "A Call for Assessment – of the Right Kind" by Doug Lederman, printed in the Inside Higher Education Newsletter on January 8, 2009. The article addressed the debate regarding standardized testing in national assessment efforts. The article can be found at the following link:

http://vpaa.liu.edu/docs/A%20Call%20For%20Assessment%20-%20of%20the%20Right%20Kind.doc.

K. Morley announced that five faculty members from Brooklyn have been invited to join the Committee to balance faculty representation from each of the residential campuses.

The dates for presentations on using StudentVoice survey software were announced. The C.W. Post presentation will be held on January 26, 2:00-3:00; the Brooklyn presentation will be held on January 27, 11:00-12:00.

Given that two of the scheduled dates for University Assessment Committee meeting fall days with no classes, the schedule was revised. The 3/13/09 meeting was changed to 3/6/09 and the 4/10/09 meeting was changed to 4/17/09.

The Committee members who volunteered to read and discuss articles on Institutional Effectiveness will be meeting on February 2 or 9.

Next Meeting Date: February 13, 2009, from 11:00 – 12:30. Location: LLC 219 Brooklyn; Library Room 355 C.W. Post. This will be a video-conference meeting.