



Long Island University
Outcomes Assessment Committee Meeting
Meeting notes of Tuesday, March 03, 2009
11:00 am-12:00pm,
Jonas Boardroom

Introductions: Welcome to Tina Zerilli (School of Pharmacy), Sara Haden (Department of Psychology) and Mohammed Ghriga (School of Business) who are joining the committee

Present: Philip Wong, Tina Zerilli, Sara Haden, Brandi Buchanan, Gustavo Rodriguez, Carole Griffiths, Kathleen Morley, Valerie Lava, Winifred Donahue, Mohammed Ghriga, Patricia Keogh, Herbert Sherman, John Killoran, Pria Talwar, Naomi Azar

I. Brooklyn Campus Outcomes Assessment Flow Chart:-(Kathleen Morley)

Kathy Morley has constructed a flow chart in order to document the outcomes assessment process at LIU-Brooklyn. We reviewed the chart to determine if it captured the assessment flow and if anything was off-track. Everyone agreed that there appear to be 3 focal points to the OA process: 1) the academic departments, 2) the OA committee and 3) Deans. It was suggested that a link with the curriculum committee (for each department) be added to the flow chart. The need for greater detail about how recommendations to departments should be made was mentioned as well as a proposal to have the OA committee report directly to the Deans of each department on their Annual Assessment Reports (instead of assuming that departmental representatives will do that on their own). This already happens to some degree, but it was recommended that this procedure be formalized. Gladys, Phil and Kathy will discuss this further and changes to the flow chart will be made if necessary. Phil raised the point that the reporting and feedback process need to be better flushed out. It was decided that as this chart is a work in progress, it will be reviewed by the committee again at the next meeting for additional revisions.

II. University Outcomes Assessment Update

Kathy Morley gave an overview of how the University OA Committee is organized and the functions it serves. It was created in order to link the course level of assessment to the university level of assessment. The committee meets once a month and is working on developing an institutional assessment plan, based on a template from the University of Wisconsin – Madison. The committee is also in the process of making a decision about the transfer of Web CT's assessment module to Blackboard. As Blackboard has purchased Web CT, LIU is considering a contract with Blackboard for the purposes of outcomes assessment. This won't happen for another year or two, but the idea would be

to have an integrated system for assessment. We discussed the fact that at present, very few faculty actually use WebCT. There is a proposal to provide faculty with training for the new software so they are not over-burdened and so they take advantage of what it has to offer. Kathy will report on the University OA committee every month and will send all OA committee members the minutes from the university-wide monthly meetings.

III. Student Services Update: (Winifred Donahue and Kathleen Morley)

Winnie and Kathy reported on their current efforts to provide feedback to student services departments. All but one department has turned in their annual reports. There is a representative from each departmental working group that met with Winnie and Kathy and discussed how reports should be reviewed. Feedback on reports will be given to the authors of each report that is in need of additional work. Each working group needs to focus on changes specific to their department, so a joint meeting of all liaisons would not be productive. Instead, individual meetings will be held. Phil added that it makes sense for this kind of work to happen from the ground up in order to create a shared language around OA. Given that the Student Services departments are on a different schedule than the academic departments, the question was raised whether they should be given a different set of deadlines for submitting their proposal and for gathering and reviewing data. This matter should be discussed with Gladys. It was noted that their deadlines would still need to be linked to the deadlines required for Middle States accreditation.

IV. NSSE (National Survey for Student Engagement)

Winnie presented an overview of NSSE. In brief, NSSE is a systematic survey of 1st and 4th year students around their various college experiences, especially as they pertain to academic learning. LIU has administered this survey in the past, and is preparing to do it again this year. NSSE is also linked to FSSE (Faculty Survey of Student Engagement), whereby faculty are asked to comment on students' academic experiences. The two surveys allow LIU to get a full picture of how learning experiences are being perceived by students and faculty alike – providing insight as to where changes can be made. Currently, NSSE is being publicized to 1st and 4th year students in a number of ways. The recurrent challenge is getting students to respond. Direct contact with the students is not allowed and the response rate is not high. A number of outreach tactics are being used to continually remind students about the survey, but it is unclear whether they will be successful. The last survey had 600 respondents, 300 were freshman and 300 were seniors. The survey can either be done online or via paper and pencil. Previous results indicated that students at LIU feel challenged to work their best and they feel that expectations are high. They also feel that they are asked to write a lot (they appear to feel this more than students from other similar schools). It was suggested that the data from NSSE be made available to faculty. This fits in with the need for greater feedback overall. Previous year's data is available on the OA website. FSSE is only in its 2nd year and it is unclear if it is currently underway for this year. Ideally those results would be posted, but previous results have not been posted online.

V. Departmental Updates: Status: (Philip Wong)

Philip discussed the importance of OA liaisons checking in with their respective departments to see where they are at in their assessment process. Most of the Phase I

reports have been submitted and so departments should be working now on Phase II (gathering data and interpreting results). Feedback to individual departments was discussed. It was determined that if departments did not receive feedback after the January OA meeting, they should be moving forward in the data collection process. Nevertheless, this committee should decide where the feedback loop should occur and how to proceed with annual report feedback to departments in the future. In general, if there is critical feedback, then it should be this committee's responsibility to get it to the individual departments. Many liaisons feel they are in an awkward position with regards to relaying feedback and moving the process along. Perhaps it would be best for the report authors to be involved more directly with feedback? The feedback process needs to be thought out more and systematized for the future – as it currently seems insufficient. Kathy has offered to meet with liaisons to discuss reports submitted by their departments and to provide feedback that can be relayed to individual departments. Hopefully, as OA becomes more institutionalized, departments will be encouraged to make this process a priority (they will be getting it on from multiple levels). Over time, this process should become easier. But this committee does need to better outline the structure for review of reports and necessary feedback. It was proposed that we discuss this issue further in a future meeting.

VI. Departmental Updates: Future changes: -(Philip Wong)

We are moving towards electronic submissions for all reports, instead of trying to manage individual e-mails. This will be password protected. In the meantime, send all OA e-mails to New OA email: OA_Brooklyn@brooklyn.liu.edu.

VII. Departmental Updates: Phase II Workshop Planning

There has also been discussion of creating a Phase 2 workshop. It is under discussion and hopefully it can happen in the next month or two. It was decided that the Phase 2 form would be sent out electronically to all the liaisons along with a cover letter that can be shared with the departments as a general reminder and motivator. That should go out within the next week or so.