Outcomes Assessment Committee Meeting

September 8, 2009

Present: Pria Alpern, Jacquie Fraser, Mohammed Ghriga, Carole Griffiths, Sara Haden, Trish Keogh, Ilana Kramer, John Killoran, Dawn Kilts, Valerie Lava, Kathy Morley, Nicole Nehrig, Gladys Schrynemakers, Herbert Sherman, Phil Wong, Tina Zerilli

Introductions

Overview for 2009-2010

- Discussion about the role of the committee liaisons and their communication with departments and deans.
- Annual Outcomes Assessment reports will be submitted through the OA website by departmental liaisons at http://www.brooklyn.liu.edu/oa/
- Liaisons will able to log in using their LIU username and password to work on reports
- Each academic dean will be able log in and look at reports from departments/areas in their school.

Process for new Assessment Plans

- New academic and student services template for assessment plans and annual reports have been developed(see attached)
- In preparation for middle states an assessment calendar has been prepared that includes a 3 year cycle of assessment.
- The Campus based assessment effort will focus on student learning at the program level (e.g., degree programs). For each degree program we want to assess what learning is occurring before students graduate. Assessment will provide a snapshot of this process. Packages will be distributed to Program Directors and Department Chairs that outlines the Campus assessment effort.

Overview of Package

- 1. Memo: will be sent to dept chairs, program directors
 - a. Recipients of the memo will be asked to determine a program mission statement that is congruent with campus and university missions
 - b. They will_develop 5 goals that their department will assess in the next 3 yrs_(learning goals-based on student knowledge, skills, attitudes, etc.)
 - c. Departments will develop a Curricular Map to determine where certain goals are taught and which courses are directly linked to departmental goals.
 - d. Identify 2 goals that the department will assess this year (2009)
 - e. Identify 2 goals to be assessed next year (2010)
 - f. Identify last goal to be assessed during the 3rd year (2011)
- 2. Sample plan (see attached)

3. Timeline

a. This is an "ideal" schedule and is subject to change based on departmental/program readiness.

Support and Structure

- Each of the committee liaisons will be connected to a specific graduate assistant for support.
 - For example, GA will be able to help you coordinate meetings, prepare materials for the meeting (GA departments are posted on the OA website)
 - o If any department needs to use Student Voice, survey management system, graduate assistants will be able to assist with that as well.
 - GAs will be able to pull last yrs reports/email them to departments, and will help structure and organize meetings
- There is a full agenda this year. We must ensure that committee members are empowered to do the work. Communication is key and liaisons are critical.
- We have set up a series of meetings for different areas and Pria Alpern_will be emailing everyone about the upcoming mtgs.
- The point this year is to make assessment transparent and put it in words so that people can understand.

The first major goal of this year is Nov 15th for Phase I reports

- Must outline what two goals they will be assessing this year.
- Most reports have been handed in electronically (OA WebCT). When you're working with your areas log on to see what they have handed in.

Action Items

- Committee members are asked to review materials discussed in meeting for an in-depth discussion of assessment in the October meeting.
- Committee members should copy Deans on OA related emails to departments/faculty.
- Review of Assessment plans should not occur during intercession.
- Next meeting will further outline the role of the liaisons.