ASSESSMENT COUNCIL Meeting Minutes 1/31/2013

1. Tracking Progress

Attendance:


2. Capacity Building

-Spring 2013 Trainings and Opportunities

FEB 21st from 10am-1:15 Assistant Provost Deborah L. Moeckel from SUNY will be presenting a workshop on campus titled “Assessment to improve Student Learning: Generating and Using Results”. The location is Kimmel Room 405. Deborah has perspective of working across multiple campuses with student learning assessment.

-Technology Subcommittee Update

Tech Sub-Committee had its preliminary meeting. The Tech subcommittee has narrowed the search for a suitable system down to 4 viable options. At the next subcommittee meeting, the committee members will begin to review systems for tracking Academic Assessment. The committee aims to craft a final recommendation to the Assessment Council and the Office of the Provost by April 30th. If your unit already has a way of tracking the assessment process please keep using the mechanism. The goal is to streamline the collection of assessment reports/data while also providing interested schools with supplemental assessment technology offerings (i.e. eportfolios, curriculum mapping)

- Members of the Technology Subcommittee Committee Include: Barbara Krainovich-Miller/ Janet Alperstein / Richard Kalb / James Zellinger / Diana Karafin / Brianna Bates

- Introduction to new Assessment Website

The NYU Assessment Website has officially launched under the following path: Academics / Academic Resources / Academic Assessment
Please provide any relevant feedback regarding the website to Diana. Current areas of exploration include:

- Does the website provide enough background regarding middle states expectations?
- Does it highlight concrete ways to accomplish assessment related tasks?
- Follow-up: look at website and provide constructive feedback.

Opportunities:

- Add a conceptual map to link what is going on at the University level.
- Add links to the existing assessment websites of individual schools and units.
3. MSCHE Accreditation: Assessment Deadlines and Instructions

- Impending Deadlines: Student Learning Assessment Reports are due: April 30th 2013

Diana has templates available that have been used by our peer institutions. Student learning assessment reports, at a minimum, must articulate goals and outcomes for each program, and a discussion of measures, results, and use of results for at least one learning outcome:

Submission Instructions: Specific instructions will be emailed by March 15th if possible, or at the latest, by April 1.

- Chose template from Assessment Website or use your own
- Required content:
  - Student Learning Goals/Outcomes for the program
  
  Evaluation of at least one learning goal/outcome, which includes:
  
  - Measurement – How the goal/outcome was measured, and the evidence produced (direct and/or indirect)
  - Results – What was the result of the assessment of the learning goal/outcome? What do the results mean?
  - Use of Results – “feedback loop” - how have the results been used to improve opportunities for student learning (i.e., changes to the curriculum, program structure, need for additional assessment, etc.)

- Recommended content – We ask that if at all possible, you also include the following content in your program assessment reports:

  - Plans for future study on goals not assessed for this report
  - Any supporting documentation for current or past assessment plans/reports
  - Past, completed assessment reports for your program (to help grow the Office of Academic Assessment data repository for the purposes of Middle States Accreditation review)

Opportunities:

- How will results be used to improve student learning?
- Data can be delivered using your own template or use one from the assessment website.
- It is important to inform the Office of Academic Assessment of any Dual Degree/Joint Programs sharing outcomes with the individual programs that comprise the dual/joint degree. In this case, the Office of Academic Assessment will take note of this and effectively direct reviewers where to look.

Challenges:

- What to do with a program that may have had an assessment plan that failed, or that is incomplete? Diana recommended writing a description of the nature of the problem, and outlining how the program will address the problems moving forward. A clear plan with a timeline will serve as valid evidence that the program is working to address the issue.

4. Updates on Course Evaluations (test bank)

- Test Bank

There has been ongoing dialogue at UAAC regarding effectively managing the posting and uploading of student evaluations and related data. SUNY has shared a large data bank of relevant survey data that has been used at peer institutions. The course evaluation data bank has over 2500 questions organized by topic. The goal is to give everyone access to the data we currently have available and identify which
questions do and do not work. The data bank of questions should be reflective of what can be asked across multiple units. For example, how well prepared was the faculty prepared? etc.

- **Challenges:**
  - What types of questions fit multiple schools.
  - Regarding collecting student data: Many students experience survey fatigue, how many questions are too many?
  - What do institutions use to incentivize survey responses from students?
    - Example: Allowing students who submit their evaluations early to see their final grades first.

**Course Evaluations**

Progress is being made at a deliberately slow pace to compile relevant data and multiple platforms for managing this data have been proposed.

- Middle States uses course evaluation data as one acceptable form of assessment (indirect evidence). Coherence of this data will help the university in terms of course improvement.

5. **AAU Survey Follow-up**

Survey conducted by Diana at meeting regarding which standardized test formats are currently used to collect student evaluation data. This data has been requested by the AAU.

6. **Next Academic Assessment Council Meetings:**
   - April 10th 2-3:30pm, Location: Kimmel Center Room 405
   - June 5th 12pm-1:30pm, Location: Bobst Library 12th floor President’s Conference Room

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