SUNY Delhi Assessment Committee
Minutes, 1 March 2013

The committee first met with Dean Robert and Prof. Tucker from Automotive. Our questions led to the following:

The program has assessed 10 out of 14 program outcomes so far (which is according to plan, but seemed ambitious). They arrived at their benchmarks through industry standards (NATEF, which provides the standards and criteria); performing everything is "meeting;' students who exceed this in time are "exceeding." Data sources are the same across the board; they use no adjuncts or online courses. The process can be overwhelming at times (Prof. Tucker clocked 50 hours performing the assessments last semester). There are multiple measures for each outcome assessed, and they are assessed in multiple courses as well. Faculty get together to discuss results in June and January; assessment results were reported on common form, put in shared drive and in Compliance Assist. The representatives did not know who is responsible for making sure that assessment happens and that results are followed up. Course level CTL activities are documented on the reporting forms and also on documents for the accreditation agency. Program level changes which are dictated by assessment results could be documented more thoroughly. (We discussed making Compliance Assist help do this.) All instructors use the same grading scale and benchmarks. We ended by discussing ways to put more time into instruction, as assessment seems to take up a lot of time, more than the instructors feel is appropriate.

For the second half of the meeting, the committee discussed the Veterinary Science Technology programs. Our questioning determined the following:

The program at SUNY Delhi is AVMA accredited. The AVMA dictates a list of tasks (very detailed) that the program has to teach our students. The program uses the list to map the tasks to Delhi courses. From this exhaustive list the department chose the top 12 skills as identified by their advisory committee. The essential skills for each course are tracked for every student in the program (which seems like overkill, but is required by the AVMA). Every instructor in the program uses the same rubric and standards. The committee discussed how the benchmarks get set, and whether or not "exceeding" should be the goal in all areas. The advisory committee does not help set the benchmarks, though they did identify the top skills to assess. The data sources for assessment are consistent across the board. Adjuncts are involved in assessment, all instructors are using the same benchmarks, and there are no online courses in the AAS program. There are multiple measures for all outcomes, and they are assessed in several courses (introduced, reinforced, mastered). Faculty meet during assessment days to discuss results. The department chair is responsible to be sure that closing the loop activities result from assessment discussions, though this may not always happen. There are not meeting minutes to record and track these activities. (We again discussed making Compliance Assist help do this.) Assessment seems a bit overwhelming given what AVMA requires.

Next meeting 15 March: Natural Resources and Criminal Justice