

## SUNY Delhi Assessment Committee

Thursday, April 17, 2014

4:00 – 5:00 Evenden 721B

Present: Steve M, Steve T, Bob B, John P, Pam P, Monica L, Elizabeth P, Joan E, Adrien C, Kenny F

Guest: Glenda Roberts

### Action items after the meeting:

- **Monica** will refer to Jack Tessier's original wording on environmental and economic trends (last question on the survey) and change wording accordingly
- **Monica** will approach John Nader about collaborating with Alumni efforts in conducting graduate survey
- Ask Vic how he fetches good survey response rates at Cobleskill (**no particular person** assigned to this task)
- **Monica** will present to FS the latest version of AC by-laws
- **Pam** will send a link of the computer skill survey to AC members. **AC members** will review and send feedback to Pam before May 16
- **Adrien** will approach David Brower about new AC representative. **Monica** will approach Yando with AC member replacements for next year.
- **Monica** will notify the campus to have course/program assessment results entered in Comp Assist by May 23, so reports can be generated on May 29. Also offer a Comp Assist Refresher on May 28 "Sharing Teaching Ideas" day

### Agenda:

1. Minute person?--- Joan
2. Approval of March minutes,---Adrien, Bob, all
3. College-Wide SLOs (see attached)
  - a. Vote  
Process: AC approves first, then to each department, then to FS for approval.  
Monica---concerned about sustainability  
Vote---unanimously "yes" at the AC meeting  
Now each representative will present it to the department for feedback, stress the fact that faculty don't need to do additional assessing to measure the campus wide SLOs. Ask departments to focus on the content instead of wording
  - 2) present to FS
- b. Glenda Roberts – how best to administer the graduate survey  
---sends a letter to graduates, simple survey for information, to students who graduated a year ago. 837 graduates, 105 transferred into 4yr programs, 732 mailed, 115 responded. Mailing costs reach the low 4 digits.  
---now graduates can do online or mail the paper the back. Can we collect email addresses to solicit responses online  
---no time to input all these survey results, it is time consuming for Glenda to keep up with data inputting  
---blue card through Registrar, enter graduates' information into Banner  
---Alumni Assoc. would like to have access to this graduate information database (Kenny)  
---Cobleskill has a good exit survey, worth sampling? (Adrien)

---5 year follow-up survey? State mandates surveys within 12 months of graduation  
---we don't have a graduate directory, impossible to keep track and maintain contact with alums (Adrien, Kenny), there is an alumni module on Banner. Link up with Alumni efforts to get the most updated contact info of alums (Kenny)  
---AC makes the recommendation to collaborate with Alum efforts. Monica will ask Nader to conduct graduate survey.  
---the newly drafted graduate survey will go out in Fall 2014

c. Survey questions (see attached)

---AC deems the survey questions appropriately worded, we worked on these in March meeting  
---changed the wording to "experienced" instead of "courses and programs"  
---the last question regarding environmental and economic trends needs to be revised. **Monica will refer to the wording** originally drafted by Jack Tessier  
---AC suggests to push the survey while students fill out the petition with their advisors  
---commercial survey sites must be able to generate survey results that are loadable into Banner otherwise not useful, use Adobe Form?  
---Probably should ask Vic and learn how he conducts with good response rates at Cobleskill  
---we also need 3-5 yr follow-up survey

4. Approval of by-laws by Senate (see highlighted portions of attached by-laws)

a. Department approval?

---FS suggests Hosp and Busi have separate reps. Hosp and Busi want to have one rep alternating  
---Amendments to assessment have to be approved by FS  
---AC all approved, **Monica will present again to FS** about the decisions on reps

b. College Senate approval

5. Information Management update

a. Survey

6. Assessment Day – Thursday, May 29

Tentative:

Coffee

Tatnall, Sova, Lee ask for one hour to address S-L

Work with own's department

Lunch

Closing the loops:

Bill Burke presents his program review

Monica Liddle presents Comp Assists reports

Jan Sohns/Lars S on course development

Student Life on Bronco Check to address Alcohol/Drug use

---Keep the day short, people are worn out towards the end of the day

---**Monica will ask faculty/course/program to have the data entered before May 29 (like May 23)**. We generate annual reports to see what CTL results we have gathered

---~~offer a workshop during May 19 week on how to use Comp Assist~~, or offer it on "Sharing Teaching Ideas" day (May 28)

7. Computer Skill Assessment (Pam P)
  - offered on Survey Monkey
  - needs your (AC members') feedback
  - survey into 6 areas
  - needs pre and post measures on computer skills
  - possible remediations such as short courses, bootcamps
  - thinking to add "what device do you use"
  - suggests to add a category on mobile devices?
  - Pam will send out a link to AC members and AC members need to review the questions and send feedback to Pam/Monica before May 16.
  - other schools such as Brockport mandates Computer skill survey
8. Elections – terms ending in June 2014 (3 year terms, elected from department, unlimited reappointments)---tabled
  - a. Golf & Plant Sciences Rep – Kathy Gillooley
  - b. Liberal Arts Rep – Joan Erickson
  - c. Business & Hospitality Rep – Adrienne Clifford (will contact David Brower and Monica Jared Yando)
  - d. CADI Rep – Christina Viafore
  - e. Co-chairs (2 year terms, max of 2 consecutive terms)
9. Program Review update---tabled
  - a. 2012-13
    - i. Electrical (completed)
    - ii. Hospitality – should be completed by end of obligation 2014
  - b. 2013-14
    - i. Carpentry – should be completed by end of obligation 2014
    - ii. Horticulture/Golf Course Ops/Turf – should be completed by end of summer/early fall 2014
    - iii. Teacher Education – should be completed by end of obligation 2014
    - iv. RN/BSN
    - v. Library
10. Next meeting – Thursday, May 15 at 4:00

**Proposed College-Wide Student Learning Outcomes**

**SUNY Delhi**

**DRAFT**

1. **Communication:** Graduates will communicate effectively and professionally using verbal, reading comprehension, and writing skills.
2. **Critical Thinking:** Graduates will solve problems by analyzing, interpreting, and evaluating information and ideas.
3. **Quantitative Reasoning:** Graduates will apply mathematical techniques to interpret and utilize information represented as data, graphs, tables, and schematics.
4. **Civic Engagement:** Through interaction with diverse populations, graduates will contribute to society in an ethical, professional, and constructive manner.
5. **Technology:** Graduates will effectively utilize existing and emerging technologies.
6. **Sustainability:** Graduates will be exposed to the relationships between environmental and economic trends and the impact on their cultures and communities.

Compared with when you first entered college, how would you describe your...

|   | Much stronger | Stronger | The same | Weaker | Much weaker |
|---|---------------|----------|----------|--------|-------------|
| Speaking ability  |               |          |          |        |             |
| Writing ability   |               |          |          |        |             |
| Reading comprehension ability   |               |          |          |        |             |
| Critical thinking ability (ability to analyze, interpret, and evaluate information and ideas)                           |               |          |          |        |             |
| Mathematical ability  |               |          |          |        |             |
| Ability to get along with people of different races/cultures  |               |          |          |        |             |
| Ability to contribute to society in an ethical, professional, and constructive manner                                   |               |          |          |        |             |
| Ability to utilize technology   |               |          |          |        |             |
| Exposure to the relationship between environmental and economic trends and the impact on their cultures and communities |               |          |          |        |             |

Please rate your level of agreement for the following statements.

|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|--|----------------|-------|----------------------------|----------|-------------------|
| My courses and program at SUNY Delhi adequately prepared me to speak effectively and professionally.   |                |       |                            |          |                   |
| My courses and program at SUNY Delhi adequately prepared me to write effectively and professionally.   |                |       |                            |          |                   |
| My courses and program at SUNY Delhi adequately prepared me to read effectively and professionally.  |                |       |                            |          |                   |
| My courses and program at SUNY Delhi adequately prepared me to critically think (ie, analyze, interpret, and evaluate information and ideas).  |                |       |                            |          |                   |
| My courses and program at SUNY Delhi adequately prepared me to apply mathematical techniques to interpret and utilize information represented as data, graphs, tables, and schematics. |                |       |                            |          |                   |
| Through interaction with diverse populations, SUNY Delhi prepared me to contribute to society in an ethical, professional, and constructive manner.                                    |                |       |                            |          |                   |
| My courses and program at SUNY Delhi adequately prepared me to effectively utilize existing and emerging technologies.   |                |       |                            |          |                   |
| SUNY Delhi exposed me to the relationships between environmental and economic trends and the impact on their cultures and communities.   |                |       |                            |          |                   |

# SUNY Delhi Assessment Committee By-Laws

The SUNY Delhi Campus-Wide Assessment Committee is a standing committee of the College Senate consisting of faculty, staff, and administrators.

The committee meets on a regular basis throughout the year to provide leadership for the College's assessment efforts. In fulfillment of this role, the Assessment Committee is charged with the following:

- track assessment programs across campus and monitor for compliance with the College's strategic plan and/or the mandates of external entities;
- assist academic and other functional areas in developing robust assessment efforts, based on measurable outcomes, by making available assistance from campus staff who engage in best practices in assessment;
- periodically report on the progress of the campus in sustaining and improving its assessment efforts;
- identify data, evidence and institutional research needed in order to improve and document assessment efforts;
- assist in improving efforts to "close the loop" by using assessment results to improve or strengthen academic programs and extracurricular programs and institution-wide improvement efforts;
- coordinate with the Middle States Steering Committee to assure that recommendations for improving assessment, data gathering and analysis are seamlessly implemented.

## I. Mission of the Assessment Committee.

To ensure that the College implements an assessment program that is organized, systematic and sustained in order to improve student learning.

## II. Members of the Committee.

A. Co-Chairs. Co-chairs of the Assessment Committee are elected near the end of every academic year, in April. Faculty and staff who currently serve on the Assessment Committee shall be eligible to vote and are eligible to be nominated for co-chair. Each co-chair will serve for two years with a maximum of two terms. A co-chair may be elected again, however, they may not serve more than two consecutive terms. Terms for co-chairs shall be staggered so that at least one serving co-chair has previous experience as a co-chair.

B. Members of the Committee. Members of the committee will be elected by the members of the unit which they represent with unlimited reappointments of three-years. The Assessment Committee shall consist of 15 members including the following:

1. Coordinator of Assessment (standing member)
2. Applied Sciences representative
3. Building Technologies representative
4. NRRS/Golf & Plant Sciences representative
5. Nursing representative
6. Veterinary Science representative
7. Liberal Arts representative
8. Business/Hospitality representative
9. Library representative
10. Learning Center representative
11. Student Life representative
12. Student Life representative
13. CADI representative

14. Administration/Facilities representative
15. Enrollment Services representative
16. Provost appointed representative (serves as ex-officio)

### **III. Committee Procedures.**

- A. All College Senate and CADI represented members may vote. Representatives holding management confidential positions serve ex officio on the SUNY Delhi Assessment Committee, are considered non-voting members, and are as such not considered part of the committee's quorum.
- B. Decisions are by majority vote of the quorum. A quorum shall consist of 50% of the voting members. A voting member may designate a proxy to cast his or her vote. The proxy designation must be made in writing prior to the meeting at which the vote will take place.
- C. Minute taking responsibilities will be rotated among committee members from meeting to meeting.
- D. Following committee approval, Assessment Committee minutes will be posted on the Assessment webpage.
- E. Representatives of the Assessment Committee will report to the College Senate once per year or as called by the Senate.

### **IV. Amendments to these By-Laws.**

The Assessment Committee By-Laws may be amended by a majority vote of the members of the committee at the meeting following the presentation of the amendment. **Following approval by the Assessment Committee, amendments to the By-Laws must be approved by the College Senate.**

## Assessment Day

May 29, 2014

| Time   |   | Location        |
|--|---|-----------------|
| 8:30 – 9:00  | Coffee and bagels   | Farrell Commons |
| 9:00 – 10:00   | <b>Civic Engagement</b><br><b>Presenters: Jim Lees, Elizabeth Sova &amp; Amber Tatnall</b><br><i>What is civic engagement? How can it be tracked and measured? Join in this informational session to learn more about civic engagement</i>  | Farrell Commons |
| 10:00 – 12:00  | <b>Department Assessment Meetings</b><br><i>Analyze assessment results. Complete annual assessment reporting forms. People will be available in Farrell Commons for Compliance Assist refreshers.</i><br><i>Should we have everyone enter data prior to assessment day?</i>   | Farrell Commons |
| 12:00 – 1:00   | Lunch   | Farrell Commons |
| The afternoon sessions are optional. If you would like to continue to work with your department on assessment, please do so. |   |                 |
| 1:00-2:00  | <b>Closing the Loop Round Table Discussions</b><br>Choose one of the following:<br><b>Closing the Loop: A Cross Disciplinary Solution</b><br><b>Presenters: Jan Sohns &amp; Lars Schweidenback</b><br><i>After witnessing weak mathematics skills in a Physics class, faculty teamed together to address the problem and develop a new applied mathematics course. Learn how assessment results were utilized and how the success of the new course will be determined.</i><br><b>Closing the Loop: Mathematics Placement</b><br><b>Presenters:</b><br><i>Student Support Services?</i> |                 |
| 2:00-3:00  | <b>Round Table Discussions</b><br>Choose one of the following:<br><b>Compliance Assist Reports</b><br><b>Presenter:</b><br><i>Learn about the report function of Compliance Assist.</i><br><b>The Program Review Process</b><br><b>Presenter: Bill Burke</b><br><i>Is your five year program review coming up? Come learn how to navigate the process from someone who just completed the program review.</i><br><i>Student Support Services?</i>   |                 |