

## **SUNY Delhi Assessment Committee – Minutes**

Thursday, May 15, 2014

4:00 – 5:00 Evenden 721B

*Members present – Monica Liddle, Pam Peters, Joan Erickson, Steve Tucker, Christina Viafore, Kenny Fass, Jeff Stedman, Steve Mc Keegan, Adrienne Clifford and Jackie Howard*

Agenda:

1. Minute person? *Jackie Howard*
2. Approval of April minutes – *Unanimously Approved*
3. Information Management update
  - a. Survey – *7 committee members responded.*

*There was a question about the wording for questions. Are we looking for a Program response or a response from each course as the instructor? It was decided that it would be good to have each instructor answer the questions for their course(s), about Info Management.*

*There might have been link issues with the survey?*

*PP it was interesting to see on the survey that instructors wanted students to know the technology before they arrive at Delhi. If no one teaches the information, then how do we get the information to students? How do we access if students know the technology when they arrive at the college?*

*CITA 100 – Is three credits and could be split into three courses. Should we use a competency test?*

*There are programs that do this online – test Word, Excel and PC Literacy. Could also use a SAM test where the student performs a task.*

*We need to determine if we want the computer literacy for course work or post college as well. What do students actually need?*

*PP will make changes as suggested, from programs to courses, and resend the survey to committee members.*

*The committee will have computers available (KF) on Assessment Day so that instructors can take the survey.*
4. College-Wide SLOs (see attached)
  - a. Feedback from departments – *This goes to Senate in June and we will get more feedback.*
  - b. Administration of graduate survey update -*Yes, this will be done by Vick's office with John and Tara.*
5. Assessment Day – Thursday, May 29 – *Assessment Reports are due Friday, May 23rd*
  - a. Schedule – *Monica will print (1) report for each area which will include fall 2013 and spring 2014 results. It is expected that Program will review their results, on Assessment Day, and complete a summary for the year.*

*Include in the schedule time to take the IT survey.*
  - b. Instructions – *do they make sense?*

*How do SLO's support the **SUNY Delhi** Strategic Plan? Emphasis should be on **SUNY Delhi**.*

*We should put – Time Frame, Person Responsible, Resources Requested, and Expected Outcomes under the Action Plan title.*

*Add in the question under "Expected Outcomes" – How will you measure the action plan?*

*Under (4) – all members believe that it is a good thing for the Assessment Committee to review all of the Program reports to be better able to suggest "Best Practices".*

6. Faculty Assessment Award – *John Nader spoke to the committee about this topic.*
7. By laws
  - a. Adjustment to mission – *Change to Mission Statement – “To assist the College in the implementation of an assessment program that is organized, systematic and sustained in order to improve student learning.”*  
*Also, delete #16 under Members of the Committee section. Also, under Committee Procedures section – Include a bullet point F., that says “Meetings are open for anyone who would like to attend.”*  
*From now on Assessment Committee meetings will be announced on the Assessment Committee webpage.*  
*All members were in favor of these changes.*
8. Elections – terms ending in June 2014 (3 year terms, elected from department, unlimited reappointments)
  - a. Golf & Plant Sciences Rep – Kathy Gillooley – need new rep
  - b. Liberal Arts Rep – Joan Erickson – will continue
  - c. Business & Hospitality Rep – Adrienne Clifford – need new rep
  - d. CADI Rep – Christina Viafore – will continue
  - e. Co-chairs (2 year terms, max of 2 consecutive terms) – need to elect new co-chair
9. Next meeting? – *June 5, 2014 at 12:00 p.m. at the College Golf Course.*
10. Meeting schedule for fall 2014? – *We will schedule fall meetings at our June 5<sup>th</sup> meeting.*