

Outcomes Assessment Coordinating Council

Sept 12, 2022 meeting minutes –DRAFT

Attending:

Mark Stewart (chair), Bonnie Granat, Kane Gillespie, Ellen Watson, Richard Kollmar, Lori Bruno, Wolf Wiacossi, Tracy Wilson, Jeffrey Putman, Allen Lewis

Discussion:

1. Assessment of Assessment and assessment planning
 - Mark, Kane and Lori have drafted a proposal for consideration by Dr. Imperato regarding Assessment Planning and SWOT analysis. As soon as we have his approval, the OACC members will receive a copy for discussion and implementation.
 - At Mark's request on 8/15, several members provided their ideas for inclusion in a SWOT analysis. The group discussed some of these and generated additional ideas. [Not sure if we should include those in the minutes]
 - Richard K. asked to define "Assessment." Mark and Kane responded. "Assessment is an active feedback loop for improvement." Kane continued with an analogy for car maintenance, and emphasized that an important part of developing an assessment plan is to define the various assessment terminologies as they pertain to Downstate's assessment culture and practices.
2. Soliciting ideas for OACC activities going forward.
 - Mark and Kane presented a sample of possible projects for the OACC to lead in the coming year. OACC stands to play a vital role in enhancing assessment practices at Downstate going forward, but there is much work to do.
 - The group was in favor of pursuing the following tentative projects
 - i. Institution-wide assessment plan, for colleges and schools (not hospital), and for Middle States accreditation. This should be designed to not interfere with and whenever possible to align with the institution strategic planning process
 - ii. Participate in the procurement process for software to support accreditation and assessment activities
 - iii. Institution-wide production calendar for all accreditation activities, (milestones and major due dates etc.)
 - iv. Review existing or develop new bylaws for the OACC (including scope, membership, organizational structure, standard operating procedures, etc.)
 - v. Data issues: what are the top priority data items should we work to centralize at Downstate in year 1? Medium- and long-term goals for data?
 - vi. Develop Institutional Learning Outcomes (to align with the impending self-study process for Middle States)
 - vii. Develop ideas for topics to address/present in workshops / training regarding assessment and accreditation
 - viii. Centralize surveys (course eval, alumni, exit, employer, etc)
 - Mark proposed that much of the work for these projects could be accomplished via standing committees to the OACC