Outcomes Assessment Coordinating Council
Meeting Minute 10/17/2022

In Attendance: Mark Stewart; Kane Gillespie; Ellen Watson; Allen Lewis; Charis Ng; Tracey Wilson; Wolf Lacossiere; Lori Escallier; Pascal Imperato; Lori Bruno; Richard Kollmar; Tina Adjei-Bosompem

UPDATES:

TOPIC	NOTES
Creating an Institutional Assessment Plan	Goal of these meetings is to formalize the role of the OACC so that it can assist the Office of Evaluation Outcomes Assessment and Accreditation (EOAA). A proposal was created on a detailed assessment plan and shared with Dr. Pascal Imperato and the Deans, who gave permission to move forward.

Today's Discussion:

TOPIC	NOTES

Institutional Assessment planning and SWOT analysis	• The goal of this project is to take a pulse on the culture of assessment at the institution and to use the results of the project to inform the development of an assessment plan for the institution. The project will be implemented in two phases.
	• Phase 1: Self-Assessment
	    o Deans will use two rubrics developed by the SUNY Council on Assessment (SCoA) to perform self-assessment on each of their programs.
	• Phase 2: Focus Groups
	    o Collect feedback on several topics via focus groups.
	    o Groups will be structured vertically (within schools and colleges) and horizontally (across the institution) on topics relating to institutional and program assessment as well as data collection, management, and usage.
	    o A town hall will be held to allow further discussions from various stakeholders around the topic of assessment.
	    o Data collected will be used to create a SWOT analysis, which will inform the formation of an assessment plan for the institution.
	
	Next steps:
	• *Assessment plan will be distributed to OACC committee members by Kane Gillespie for a more detailed review so that they can provide feedback.*

TOPIC	NOTES
College updates:	- CON, SPH, SOHP currently working on accreditation, - CON is preparing for re-accreditation of the entire college with CCNE, including all programs in Spring of 2024. Lori reports that she has been elected vice chair of CCNE. Congratulations, Lori! - SPH is preparing for their site visit with CEPH on April 26-28, 2023. A near final draft of their self-study is due November 28. A consultant visited the School in September to provide preliminary guidance on their draft self-study document and process. Their final self-study document is due in March 2023. Tracey reports that all seems to be going very well and the consultant provided helpful feedback. - SoHP: Physical Therapy and Midwifery are due for site visits In Spring 2023, and the Physician's Assistant program is preparing a "modified self-study," due in July. - Although not discussed at today's meeting, KG adds that CoM is also preparing for a major milestone in the accreditation process with LCME. - Middles States process is cranking up. Downstate members are taking part in the Self-Study Institute. Steering committee and working groups are starting to be formed.
Challenges in assessment:	- Evaluation of courses and faculty. Duplication of effort and effectiveness of the process. Currently each College and School conducts their own course evaluations and other surveys. - Where can the questionnaires be housed? Where can we warehouse and store the data? Who pulls the date and analysis is? How does it get deployed as information to be used? Does Qualtrics integrate with the Brightspace system? How do we automate and streamline the process? - Current process has a low response rate, partly because there is some mistrust of the process for confidentiality, especially among small courses - Expensive surveys used to gather alumni and employment data. CoN currently spends $13k for a survey service for alumni and employment data. - Data are created from various sources and multiple platforms and reporting criteria, limiting its usability - Data are not centralized, which limits use of results to inform decisions.
What does the committee what to see from EOAA?	- Administration of course evaluation surveys (student satisfaction) - Collection of employment and alumni surveys (knowing which students are employed since graduation) - House certain documents that are essential for individual schools and their self-study process. E.g. (History of Downstate, strategic plans, organizational charts)
How does the committee feel about a central system for assessment?	- Consensus was that a centralized system for assessment would be beneficial in most instances. - Would provide a place for centralized data collection, storage, analysis and dissemination. - Would allow students, especially those in smaller programs to feel more comfortable with giving feedback without fear of repercussions - Clinical preceptor Surveys should stay housed in each individual School/College