

# Outcomes Assessment Coordinating Council

## Meeting Minutes 12/12/2022

**In Attendance:** Mark Stewart; Kane Gillespie; Lori Bruno; Tina Adjei-Bosompem, Jeffery Putman; Ellen Watson; Allen Lewis; Charis Ng; Bonnie Granat; Wolf Lacossiere; Marie Claire Roberts; Richard Kollmar; Tracy Wilson

### Today's Discussion:

TOPIC	NOTES
<p><b>Assessment planning and SWOT Analysis Project: Focus Groups</b></p>	<ul style="list-style-type: none"> <li>• Since our last meeting on Nov 14, Mark, Lori B., Kane and Tina convened individuals nominated by the deans from each college/school for separate focused group discussions.</li> <li>• A summary of the focus group results is in the works.</li> <li>• Preliminary takeaways from the conversations revealed some emerging themes. These themes are not final but were recognized as points that were brought up repeatedly. Some emerging themes include:               <ul style="list-style-type: none"> <li>○ Strengthening the assessment feedback loop; use of assessment results</li> <li>○ Institution wide plan, policy, procedures, analysis for institutional and program effectiveness</li> <li>○ Data collection, storage, management, access, analysis, consistency, security, etc.</li> <li>○ Lack of a central repository for common institutional items</li> <li>○ alignment of program learning objectives with institutional objectives</li> <li>○ Surveys: course evaluations, low response rates, survey fatigue, usefulness, frequency, etc.</li> <li>○ Committee responsibilities vis-à-vis</li> <li>○ The institution works in silos resulting in duplication of effort. There is interest in sharing resources and working with one another to figure out what to do easier and better.</li> <li>○ Clinical assessment</li> </ul> </li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• Mark, Lori B., Kane and Tina will convene and compare notes on the focus group conversations and create a summary report on the findings.</li> <li>• A second set of focus groups will be convened with another set of faculty/staff and key institutional offices in January, with a town hall in Feb and a final report in March 2023.</li> </ul> <p>For further details on the project, see the proposal "OACC Assessment Planning and SWOT Analysis," endorsed by the OACC on Oct 17, 2022.</p>
<p><b>Question: How/will the assessment planning and SWOT analysis be packaged for Middle States</b></p>	<ul style="list-style-type: none"> <li>• Middle States expects institutions to demonstrate compliance and continuous efforts by providing evidence in the form of 4 Ps (Policy, Process, People, Proof) for each standard and criteria</li> <li>• We will also be able to showcase the strengths of each school's assessment and accreditation practices and their willingness to participate in the development of an effective institutional assessment plan.</li> </ul>
<p><b>Question: How will we align the institutional</b></p>	<p>Steps will include:</p>

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<p><b>assessment plan with that of the individual school and colleges?</b></p>	<ul style="list-style-type: none"> <li>Define the institutional learning objectives (ILO's) by reviewing current program learning objectives, finding commonalities, and leveraging that information to create a plan that fits across all programs.</li> <li>Review the assessment objectives of other peer and aspirational institutions including SUNY Upstate.</li> <li>Align with existing mission and vision and the new Impact 2030 strategic plan vis-à-vis ILO's.</li> <li>Develop working crosswalk tables to demonstrate alignment of ILO's and other university priorities and objectives</li> </ul>												
<p><b>Middle States Updates:</b></p>	<ul style="list-style-type: none"> <li>Nov 30th launched the kickoff of the Middle States self-study process</li> <li>Committees and Working groups have been created with Chairs and Co-chairs officially assigned.</li> <li>The Middle States Conference occurred in Philadelphia, Dec 6-9. Jeffery, Kane, and Tina attended on behalf of Downstate.</li> <li>OACC members asked for an update on the production timeline. See below. More details will be available on the new accreditation website, due to launch in January.</li> <li>The new website will include pertinent information for working groups, committees, and other campus individuals along with regular updates on the process</li> </ul> <p style="text-align: center;"><b>Production Timeline – Project Phases</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="background-color: #e0e0e0;">Sept. – Dec. 2022</td> <td style="background-color: #e0e0e0;">Staging and Planning</td> </tr> <tr> <td style="background-color: #e0e0e0;">Jan. – May. 2023</td> <td style="background-color: #e0e0e0;">Self Study Design</td> </tr> <tr> <td style="background-color: #e0e0e0;">May – Oct. 2023</td> <td style="background-color: #e0e0e0;">Self-study Report Evidence Collection</td> </tr> <tr> <td style="background-color: #e0e0e0;">Nov. 2023 – May 2024</td> <td style="background-color: #e0e0e0;">Self-Study Report Writing</td> </tr> <tr> <td style="background-color: #e0e0e0;">Jun. – Dec. 2024</td> <td style="background-color: #e0e0e0;">Finalizing the Self-Study Report and Evidence Library</td> </tr> <tr> <td style="background-color: #e0e0e0;">Jan – March 2025</td> <td style="background-color: #e0e0e0;">Tentative Site Visit</td> </tr> </tbody> </table> <p><i>Next Steps in January 2023:</i></p> <ul style="list-style-type: none"> <li>Develop full rosters for Working Group membership.</li> <li>First meeting of the steering committee to begin work on developing the self-study design.</li> <li>The MSCHE self-study leadership will meet with our Middle States VP liaison to consult on the self-study design and overall project timeline including dates and milestones.</li> </ul>	Sept. – Dec. 2022	Staging and Planning	Jan. – May. 2023	Self Study Design	May – Oct. 2023	Self-study Report Evidence Collection	Nov. 2023 – May 2024	Self-Study Report Writing	Jun. – Dec. 2024	Finalizing the Self-Study Report and Evidence Library	Jan – March 2025	Tentative Site Visit
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<p><b>Updates on accreditation projects in the colleges and schools:</b></p>	<ul style="list-style-type: none"> <li>● CON, SPH, SOHP, COM are at various points in their accreditation cycles <ul style="list-style-type: none"> <li>○ SPH submitted their preliminary self-study report at the end of November to CEPH. They expect to receive feedback in Mid-January, submit a final report in February and have a site visit in April 2023.</li> <li>○ COM has submitted their final draft follow up report to LCME on Dec 2 addressing 12 elements from the most recent site visit in 2020. They should receive feedback Feb/March and anticipate further monitoring on certain items.</li> <li>○ SoHP: Dean Lewis reports that accreditation activities are in full swing and well-managed in SoHP. <ul style="list-style-type: none"> <li>▪ Midwifery: a self-study report is due in February 2023 for a site visit in April 2023.</li> <li>▪ Physical Therapy has a self-study report due in April 2023 for a site visit in June 2023. The self-study report is 95% complete.</li> <li>▪ Physician’s Assistant program is preparing a "modified self-study," due in July 2023 as a follow up to their prior evaluation. Feedback expected by October 2023</li> </ul> </li> <li>○ CON has their CCNE site visit in early 2025. Their big project right now is creating a resource room in Brightspace and developing Standard Operating Procedures (SOP’s).</li> </ul> </li> </ul>
<p><b>Suggested goals for future meetings</b></p>	<ul style="list-style-type: none"> <li>● Create a plan to assess our assessment. Dean Lewis proposes using the Stufflebeam framework CIPP.</li> <li>● Develop a core services taxonomy so that all at the institution are defining common data in a universal way.</li> <li>● Creating a universal collection of data points between all schools with standard requirements that are centrally accessible.</li> </ul>

Respectfully Submitted, Dec 12, 2022, Kane Gillespie and Tina Adjei-Bosompem,  
Office of Evaluation, Outcomes Assessment, and Accreditation Services