Outcomes Assessment Coordinating Council
Meeting Minutes 1/23/2023

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

Today's Discussion:

TOPIC	NOTES

Assessment planning and SWOT Analysis Project: Focus Groups	Since our last meeting on Dec 12, Mark, Lori B., Kane and Tina met to review the responses from the December 2022 focus groups and to identify themes for the second round of focus group participants, which set to begin in February.
	• Second round of focus groups will be geared towards conversations with administrative areas that might participate in assessment needs/services. The second round will explore the main themes taken from focus group discussions with the 5 schools/colleges
	• The themes of the second round of focus groups will be:
	   o topics related to data infrastructure as it relates to assessment and accreditation
	   o approaches for aligning central assessment objectives and services with program assessment objectives and services
	   o communication of and use of assessment results
	• The following groups were invited to participate in the second round:
	   o Student Affairs (e.g., Registrar, Admissions, Bursar, Financial Aid); Student Services (e.g., Library, Academic services, Student Counseling, Student Health, Student Life); Institutional Offices (e.g., Information Technology, Communications and Marketing, Institutional Equity, Facilities M&D, Institutional Research, Classroom Services, Finance); and from Students from each college and school.
	   o *OACC members: please suggest any other group that should be invited to the conversation*.
	• The target dates for the second round of focus groups are Feb 6th-17th.
	
	Next steps:
	• Mark, Lori B., Kane and Tina will host the second round of focus groups in February
	• Mark, Lori B., Kane and Tina will draft a summary report for presentation at a campus wide forum, tentatively scheduled for March 2023.
	• Next, Mark, Lori B., Kane and Tina will draft an assessment plan for consideration by the OACC and Dr. Imperato.
	
	For further details on the project, see the proposal "OACC Assessment Planning and SWOT Analysis," endorsed by the OACC on Oct 17, 2022.

Middle States Updates:	Phase 2 of the MSCHE self-study officially began on January 10 with the first meeting of the Steering Committee. (*See production timeline for list of all 6 phases*)
	• The Steering committee will meet monthly for the remainder of the Spring semester to develop the Self-Study Design. The Steering Committee is currently considering 2 main parts of the self-study design:
	○ **Institutional Priorities** for the self-study
	○ **Intended Outcomes** of the self-study process
	• The Steering Committee is also working on filling out the working groups with members of the institution.
	• The Office of Evaluation, Outcomes Assessment and Accreditation is collaborating with the Division of Information Technology to develop a mechanism for an evidence library to collect and store evidence to support the self-study process.
	Production Timeline − Project Phases
	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
	Next Steps:
	• Develop full rosters for Working Group membership.
	• Complete Self-study Design by May 01, 2023
	• Assemble the Working Groups by May 2023 to begin their process of evidence discovery.
Updates on accreditation projects in the colleges and schools:	CON, SPH, SOHP, COM are at various points in their accreditation cycles
	• SPH is in full CEPH accreditation mode. They have received feedback on their draft self study report and are working with key stakeholders to get input and have all documentation in place. The final self-study is due end of March with site visit in April. Overall they feel as though the process this year, lead by Dean Demise, motivated them to perform a true self-study and to deeply explore their school and its processes. They believe they will come out of this process much stronger.
	• CON has scheduled their CCNE site visit for Nov 17-20, 2024. They are currently developing timelines, assignments and committee structures to for their self-study process. CON will be one of the first programs to be reviewed under the revised CCNE. One of the changes they already are aware of is the increases in clinical hours requirement for the nurse practitioner program will increase from 500 to 750. These changes will have not only programming implications but budgetary ones as well. They will continue to keep us updated on the new changes and their progress.
	○ SoHP- Dean Lewis reports:
	▪ Midwifery: a self-study report is due in February 2023 for a site visit in April 2023.
	▪ 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.
	▪ 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

	The School as created an accreditation workgroup that meets monthly to assist the school with all accreditation efforts. The group consists of key members of SoHP along with members for other schools/colleges, and office key to accreditation. The group has been a strong source of support for the accreditation efforts of SoHP. • Jeffery Putman provided an update for COM, who completed and submitted a mini-self-study (follow-up report) for LCME in December 2022. COM expects a response and feedback from LCME by March to include full re-affirmation of accreditation with some areas of monitoring. • Grad School: Their main accreditor is middle states. As part of the SUNY policy on assessment, the Grad School conducts periodic self-studies and external evaluations.
Potential challenges for the MSCHE Self-study	Through discussion, the members identified a few potential challenges for the MSCHE Self-study process • Members reports some difficulty in recent projects to obtain commitments from enough people at Downstate to serve on working groups. As a result, committees were thinly attended or some people had multiple committee assignments. So there are enough nominations to develop the Middle States Working Groups, but nominees have not yet received invitations or committed to participating. • The OACC aims through the assessment planning process to establish a centralized sustainable approach to support accreditation and assessment at Downstate, which is different to our historic pattern to recreate the wheel for each program accreditation cycle. Due to existing time and resources, EOAA's current approach to developing a new mechanism to support the MSCHE self-study process is instead a short-term "band-aid" solution and does not establish longitudinal data/ evidence collection and review procedures. It also does not provide a solution to integrate Middle States accreditation efforts with the accreditation efforts among our eight accredited programs o The Office of Evaluation, Outcomes Assessment, and Accreditation Services (EOAA) is working towards a long-term solution to support accreditation and assessment broadly at Downstate. The nascent assessment plan will address this issue. • Institutional Research and Decision Support (IRDS) is eager to begin building dashboards to support the Middle States self-study process. Working groups will begin their work in May 2023, and they will likely generate numerous requests for data and analysis. In the interim, IRDS will focus on compiling five to ten years of data from IPEDS and the MSCHE Annual Institutional Update (AIU) reports in time for the working groups to consider as a starting point when they begin to meet in May 2023.

Respectfully Submitted, Jan 23, 2023, Kane Gillespie and Tina Adjei-Bosompem,
Office of Evaluation, Outcomes Assessment, and Accreditation Services