

# Outcomes Assessment Coordinating Council

## Meeting Minutes 3/13/2023

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

### Today's Discussion:

TOPIC	NOTES
<b>Assessment planning updates</b>	<p>Since our last meeting on Jan 23, Mark, Lori B., Kane and Tina conducted the second round of focus groups geared towards conversations with administrative areas that might participate in assessment needs/services. The second round explored the main themes taken from focus group discussions with the 5 schools/colleges</p> <ul style="list-style-type: none"><li>• The themes of the second round of focus groups were:<ul style="list-style-type: none"><li>• topics related to data infrastructure as it relates to assessment and accreditation</li><li>• approaches for aligning central assessment objectives and services with program assessment objectives and services</li><li>• communication of and use of assessment results</li></ul></li><li>• The following groups participated in the second round:<ul style="list-style-type: none"><li>• Student Affairs (e.g., Registrar, Admissions, Bursar); Student Services (e.g., Library, Academic services, Student Life); Institutional Offices (e.g., Information Technology, Institutional Equity, Facilities M&amp;D, Institutional Research, Finance)</li></ul></li><li>• The target dates for the campus wide forum are the last two week of April, 4/17-4/28.</li></ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"><li>• Mark, Lori B., Kane and Tina will host a focus group with students from each college and school.</li><li>• Mark, Lori B., Kane and Tina will draft a summary report for presentation at a campus wide forum, tentatively scheduled for April 2023.</li><li>• Mark, Lori B., Kane and Tina will draft an assessment plan for consideration by the OACC and Dr. Imperato.</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>Middle States Updates:</b></p>	<p>Middle States project is on schedule.</p> <ul style="list-style-type: none"> <li>• The Steering committee continues to meet monthly to develop the Self-Study Design.</li> <li>• The working groups are now being finalized and invites will be sent out this week. The working group members in addition to the chairs and co-chairs of each group bring the total number of members to 73.</li> <li>• March 28<sup>th</sup> will be the launch meeting with all members of the Downstate Middle States process. The meeting will open with an introduction by President Riley.</li> <li>• Working Groups will begin to meet in May 2024 to begin the process of actively building the evidence library and drafting the narrative for the self-study report. <i>See the production timeline for more details on the project phases.</i></li> <li>• 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.</li> </ul> <p><b>Production Timeline – Project Phases</b></p> <table border="1"> <tr> <td>Sept. – Dec. 2022</td> <td>Staging and Planning</td> </tr> <tr> <td>Jan. – May. 2023</td> <td>Self Study Design</td> </tr> <tr> <td>May – Oct. 2023</td> <td>Self-study Report Evidence Collection</td> </tr> <tr> <td>Nov. 2023 – May 2024</td> <td>Self-Study Report Writing</td> </tr> <tr> <td>Jun. – Dec. 2024</td> <td>Finalizing the Self-Study Report and Evidence Library</td> </tr> <tr> <td>Jan – March 2025</td> <td>Tentative Site Visit</td> </tr> </table> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• Send out invitations to working group members.</li> <li>• Working Group launch meeting May 28<sup>th</sup>, 2023</li> <li>• Complete Self-study Design by May 01, 2023</li> <li>• Assemble the Working Groups by May 2023 to begin their process of evidence discovery.</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>	<p>CoN, SPH, SoHP, CoM are at various points in their accreditation cycles.</p> <ul style="list-style-type: none"> <li>• <b>CoN</b> has scheduled their CCNE visit for Nov 17-20, 2024. CON has developed the project timeline and formed the necessary committees. Overall they are in good shape. One issue they are addressing with CCNE is that the certification pass rates are below benchmark for women’s nurse practitioner program. Other programs throughout the purview of CCNE have seen similar issues due to effects on student success from the pandemic. CON is conducting a forensic study on the issue.</li> <li>• <b>SPH</b> final self-study is due end of March with site visit in April. No unexpected hurdles at this point. One issue that they are aware of and are working on is to update the faculty handbook.</li> <li>• <b>SoHP</b>- Dean Lewis reports: <i>Midwifery:</i> Self-study has been submitted. Site visit will be in April. There are potential issues with not having enough clinical sites based on an historically small number of sites and practicing clinicians in the NYC metro, but this issue has been exacerbated by covid. SoHP will mitigate this issue by reducing the incoming class size from 15 to 5 admitted students to reduce demand for clinical sites. They are</li> </ul>												

	<p>also currently working with the student body to address issues that students have brought to the attention of administration.</p> <p><i>PT</i>: Ahead of schedule. Self-study report is complete although due in April. The Site visit is scheduled for June. A near-final draft is complete and ready for final review. The program anticipates a smooth and problem-free evaluation and site visit.</p> <p><i>PA</i>: Has full accreditation but with a modified self-study due in June. In addition, a special report is due as required for programs who score below the national average (PANCE report). The accreditor required and accepted a PANCE report in June 2022, which will hopefully serve as a starting point for the 2023 PANCE report.</p> <p><i>Medical Informatics</i>: in the process of preparing to apply for initial accreditation.</p> <ul style="list-style-type: none"> <li>• <b>CoM</b>: received final findings. Fully accredited for next 8 years. 3 standards deemed compliant with monitored (Standards 5, 8, and 11) and one are deemed non-compliant (Standard 12). Main areas of concern were as follows: <ul style="list-style-type: none"> <li><b>S5</b>- inadequate study space and lounge space</li> <li><b>S8</b>- evaluation of program outcomes: there is a process in place, but it has not been around long enough for LCME to deem satisfactory. They were commended on their process however; they just need more time to see it in action.</li> <li><b>S11</b>- Unsatisfactory career advisement-</li> <li><b>S12</b>- Med student health, counseling, financial aid <ul style="list-style-type: none"> <li>○ debt management- monitoring</li> <li>○ personal counseling- monitoring</li> <li>○ access to health care services (unsatisfactory)</li> </ul> </li> </ul> </li> </ul> <p>All areas of improvement were results of students lack of satisfaction with those areas. COM has till August 1<sup>st</sup>, 2024 to address these issues</p> <ul style="list-style-type: none"> <li>• <b>Grad School</b>: Their main accreditor is middle states. As part of the SUNY policy on assessment, the Grad School conducts periodic self-studies and external evaluations.</li> </ul>
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Respectfully Submitted, March 14, 2023, Kane Gillespie and Tina Adjei-Bosompem,  
Office of Evaluation, Outcomes Assessment, and Accreditation Services