

# Outcomes Assessment Coordinating Council

## Meeting Minutes 4/17/2023

**In Attendance:** Mark Stewart; Lori Bruno; Tina Adjei-Bosompem, Jeffery Putman; Ellen Watson; Allen Lewis; Bonnie Granat; Richard Kollmer; Wolf Lacossiere; Marie Claire Roberts; Lori Escallier

### Today's Discussion:

TOPIC	NOTES
<b>Assessment planning updates</b>	<p>Kane is away participating in a Middles States Site onsite evaluation team visit for a member institution.</p> <p>Since our last meeting on March 13, Mark, Lori B., Kane and Tina drafted the first report for the assessment planning project. The draft included:</p> <ul style="list-style-type: none"><li>• The methodology.</li><li>• The results from the SUNY rubrics sent to the deans and focus group discussion from around the campus.</li><li>• Major themes and suggestions for improvement.</li></ul> <p>The draft received an initial review by Dr. Imperato with input from the Deans.</p> <p>The campus wide forum set for April 4/28 will be put on hold till after the document has been revised and reviewed.</p> <p><i>Next steps:</i></p> <ul style="list-style-type: none"><li>• Mark, Lori B., Kane and Tina will revise the document and send it back to Dr. Imperato for a second review.</li><li>• Once approved, the document will be circulated to the Deans and the OACC for feedback.</li></ul>

**Middle States Updates:**

Middle States project is on schedule.

- The Steering committee continues to meet monthly to develop Self-Study Design. The group has been asked to review the parts of the report that reference information on their schools and make ensure the material is correct. Any changes should be sent to Ellen Watson.
- The working groups are now finalized, and invites have been sent out and accepted. The working group members in addition to the chairs and co-chairs of each group bring the total number of members to 73.
- The launch meeting with all members of the Downstate Middle States process has been moved from March 28<sup>th</sup> to **April 25<sup>th</sup>**. The meeting will open with an introduction by President Riley.
- Downstate’s Middle States Liaison will be making a visit to Downstate on May 23<sup>rd</sup> to review the self-study design.
- 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. Training on the evidence library system in share point will be provided to all members.
- *See the production timeline for more details on the project phases.*

**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:*

- Working Group launch meeting April 23,2023
- Complete Self-study Design by May 01, 2023
- SharePoint Evidence Library trainings
- 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.

- **SoHP-** Dean Lewis reports:  
*Midwifery:* Completed their onsite visit and has passed in all areas. There were a number of student complaints that included COVID related issues and clinical site placement, but nothing that affected the program’s ability to pass. NYC 4 has midwifery programs but only one in Brooklyn, this causes challenges in clinical site placements. They plan to mitigate the clinical site issue by reducing the incoming class size from 15 to 5 admitted students to reduce demand for clinical sites. They are also currently working with the student body to address issues that students have brought to the attention of administration.  
*PT:* The Site visit is scheduled for June.  
*PA:* Has full accreditation but with a modified self-study due in June.
- **SPH-** No report given

	<ul style="list-style-type: none"><li>• <b>CoM:</b> Has begun setting up groups to address the elements of the last LCME report the required monitoring. Many of the issues involved student satisfaction such as difficulties with onboarding at different clinical sites. COM has purchased new software to help address some of the issues with student health. COM has till August 1<sup>st</sup>, 2024, to address these issues.</li></ul> <p>In regard to Match, Downstate did very well, matching students above the national average for matches. Most of the students who did not match were looking to go into orthopedics and anesthesia which are harder specialties. This was an issue nationwide; Emergency medicine had a larger number of unmatched spots than usual this year. This year students still had scores from step exams, but the concern going forward is that the move to pass fail removes another way for students to differentiate themselves from other students.</p> <ul style="list-style-type: none"><li>• <b>CON:</b> Kick off meeting for CCNE accreditation scheduled for May 8</li><li>• <b>Grad School:</b> No report</li></ul>
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Respectfully Submitted, March 14, 2023, Mark Stewart and Tina Adjei-Bosompem