

Outcomes Assessment Coordinating Council

Meeting Minutes 6/12/2023

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

Today's Discussion:

TOPIC	NOTES
Assessment planning updates	<p>Since our last meeting on April 17, Mark, Lori B., Kane and Tina revised the original draft to include feedback from Dr. Imperato. The revised draft focused adjustments to the tone of the document and providing additional highlights on Downstate's assessment efforts.</p> <p>The project is in a good place and should be wrapped up soon. The concluding document should lead way to helping define the activities for the Office of Evaluation, Outcomes Assessment, and Accreditation Services (EOAA) and expand the role of the OACC.</p> <p><i>Next steps:</i></p> <ul style="list-style-type: none">• Mark, Lori B., Kane and Tina will send the revised draft to Dr. Imperato for a second review.• Once approved, the document will be circulated to the Deans and the OACC for feedback.

Middle States Updates:

Middles States project is on schedule.

- We are days into phase three of the self study process.
- The self-study design has been sent to our Middle States Rep.
- On May 23rd the Middle States Liaison, Dr. Ann Wahl will be visiting the campus to review the self-study design. She will meet with various members of the middles states team, members of the campus and upper administration during the visit. All members of the Middles States team is being asked to review the Self-study document before the visit. Visit details are being finalized.
- On April 25th President Riley launch the official start of the working groups’ activities. The working group members in addition to the chairs and co-chairs of each group bring the total number of members to 73. All groups are planning their first meetings for May.
- Virtual information session for using the evidence library in SharePoint have been made available to members of the working groups. There are 3 sessions total spanning the month of May.
- *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

Suggestions made by OACC members:

- Look into having a bench team for working groups in case groups lose members or additional persons are needed to support the demands of the teams.
- There should be prep meeting before the Middles States Rep visit. Additionally an agenda or any additional information would be helpful.

Next Steps:

- Middle States Rep Visit May 23, 2023
- Complete SharePoint training by end of May
- All working groups host their first meeting by end of May

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:
PT: The Site visit is scheduled for June 11-14th. They are confident that it will go smoothly. Their only concern is whether they will met the requirements for the standard involving the amount of faculty participation in scholarly activities.
PA: Has full accreditation but with a modified self-study due in June.
- **SPH-** Site visit has concluded. The SPH team is positive about with how it went and is looking to hear the official comments in 6 weeks.
- **CoM:** Preparing for an unplanned LCME meeting on 5/16. DOE requires that every school that had a remote site visit host a brief informal in-person visit.

	<p>The graduate questionnaire for the medical students has been administered. The questionnaire will stay open till August. They currently have a 69% response rate. The aim is a 75%-85% response rate. The survey, however, is not required for students to take.</p> <ul style="list-style-type: none"> • CON: CCNE kick off meeting accreditation was hosted on May 8th. Working group chairs have been appointed. There is great enthusiasm among the groups, and they have been engaging in productive conversations on the use of data to inform decision making. • Grad School: Faculty Assembly meeting will be hosted today 5/15/23. There will be discussions around evaluating courses. This will include reviews of the will syllabi and a check of learning objectives. Student feedback will focus on the core courses to ensure anonymity.
<p>Suggestions</p>	<p>Dean Lewis proposed an idea to host monthly forums (Coffee, Donuts, & Data) to facilitate and encourage using data to make decisions. The forum would generate conversations around best practices and facilitate coordination and collaboration between schools and departments.</p> <p>The idea received positive feedback from the committee.</p> <p><i>Next steps to consider:</i></p> <ul style="list-style-type: none"> • Layout of the forum • Parameters around the data discussed • Topics for each session

Respectfully Submitted, May 17, 2023, Mark Stewart, Kane Gillespie and Tina Adjei-Bosompem