

Outcomes Assessment Coordinating Council

Meeting Minutes 9/18/2023

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

Today's Discussion:

TOPIC	NOTES												
Welcome Back	<p>Committee members were welcomed back to the first meeting of the OACC for the 2023-24 academic year. The agenda for the first meeting included:</p> <ul style="list-style-type: none"> • Updates on Middles States • Review of the Institutional Learning Objectives (ILOs) • Institutional assessment planning • Discussion on the 2023 Student opinion survey (SOS) • OACC workshops • Updates from the Schools and Colleges 												
Middle States Updates:	<p>Middles States project is on schedule.</p> <ul style="list-style-type: none"> • Working groups are on track and meeting regularly to complete the work. • Middle States Chairs are meeting with working group representative monthly to ensure all groups are in good shape and to allow group leaders to provide updates and receive support from other groups. • A Data Advisory Group (DAG) has been created to help facilitate the retrieval of key data in support of the working groups. The DAG consists of key members of Downstate who have a strong hand and understanding of the various data elements available. Departments included in the DAG are IT; Institutional Research; Human Resources; Finance; Policy and Planning; Student Affairs; Academic Affairs; and Evaluation, Outcomes Assessment & Accreditation. • Middles States has asked permission to use our Self-Study design as a teaching example for the 2023 Self-Study Institute. This is a testament to the great work that was put into crafting our Self-Study Design. Middle States says, "The quality of the Self-Study Design developed by SUNY Downstate could serve as a model" for other campuses. <p style="text-align: center;">Production Timeline – Project Phases</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Sept. – Dec. 2022</td> <td style="padding: 2px;">Staging and Planning</td> </tr> <tr> <td style="padding: 2px;">Jan. – May. 2023</td> <td style="padding: 2px;">Self Study Design</td> </tr> <tr> <td style="padding: 2px;">May – Oct. 2023</td> <td style="padding: 2px;">Self-study Report Evidence Collection</td> </tr> <tr> <td style="padding: 2px;">Nov. 2023 – May 2024</td> <td style="padding: 2px;">Self-Study Report Writing</td> </tr> <tr> <td style="padding: 2px;">Jun. – Dec. 2024</td> <td style="padding: 2px;">Finalizing the Self-Study Report and Evidence Library</td> </tr> <tr> <td style="padding: 2px;">Jan – March 2025</td> <td style="padding: 2px;">Tentative Site Visit</td> </tr> </table> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> • Narrative Outline Draft due Oct 1st 	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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Institutional Learning Objectives	<p>Institutional Learning Objectives were crafted and approved by the University Deans on June 14, 2023.</p> <ul style="list-style-type: none"> • OACC received and reviewed the 3 crafted learning objectives • Feedback will be given to the Deans from the OACC including plans on assessing the ILOs and strategies for data collection. 												

	<ul style="list-style-type: none"> Comments for Middle States working groups that have a focus on the ILO will be made available to Middle States Chairs.
Assessment planning updates	<p>Mark indicated that a draft of the Assessment Planning Project Report has been sent to Dr. Imperato for review.</p> <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>
Student Opinion Survey	<p>The Student Opinion Survey (SOS) will be administered in mid-October 2023. The current survey has been developed by SUNY and revised, with permission, to properly fit SUNY Downstate and Upstate’s student body. The SOS has not been administered since 2015.</p> <ul style="list-style-type: none"> Deans of all five schools will be sent the SOS for their review and to provide feedback on additional questions needed. The revised version will go out this year (2023), Next year (2024) and then every 2 years. Administration to the student body is set tentatively for the week of Oct 16th
Workshops	<p>As a follow-up to previous discussions of an ABCD meeting (Assessment, Bagels, Coffee and Donuts), first proposed by Dean Lewis, the OACC is hoping to create a series of workshops for the Downstate Community focused on best practices in assessment.</p> <ul style="list-style-type: none"> Some general topics of interest could include: Curriculum mapping; assessment planning; program evaluation; use of assessment results; methods of direct and indirect measurements; closing the feedback loop, among other topics. Workshops could include presentations by members of Downstate's community and maybe guest lecturers. A database of learning videos could be kept on the OACC website for use by campus members.
Updates on accreditation projects in the colleges and schools:	<ul style="list-style-type: none"> CoN: No representative present. CoN members have a conflict today with their college retreat. SPH In the process of preparing final comments for CEPH due by the end of October. They are optimistic about final feedback. SoHP- Dean Lewis reports: there were 2 accreditation reviews this past year, including Midwifery in April and Physical Therapy in June. As well as activities by Physicians Assistant Program, Medical Informatics, and Applied Behavior Analysis. <ul style="list-style-type: none"> <i>Midwifery</i> passed committee review but have not yet been approved by the board of review. Letters were sent to board of review that prompted the need for additional questions to be answered. Deadline for response of questions is Oct 30th. The program continues to be accredited till June 2024. <i>PT</i> accreditation went well. Pt is currently waiting for final disposition which should be available next month Physicians Assistant program submitted the PANCE report as well as a modified self-study report. <i>Medical Informatics</i> is preparing to go through the process of becoming an accredited program. <i>Applied behavior analysis program</i> is starting and will be going through the process to become an accredited program.

	<ul style="list-style-type: none">• CoM: Learned the news that LCME accreditation has been reaffirmed for next 7 years. They are continuing to work on final comments due to LCME by Dec.• 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. They are currently walking through the review of core courses and working on new methods to better track students of the Grad school.
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Respectfully Submitted, September 18, 2023, Kane Gillespie and Tina Adjei-Bosompem,
Office of Evaluation, Outcomes Assessment, and Accreditation Services