

# Outcomes Assessment Coordinating Council

## Meeting Minutes 01/22/2024

**In Attendance:** Mark Stewart; Kane Gillespie; Lori Bruno; Tina Adjei-Bosompem; Ellen Watson; Allen Lewis; Bonnie Granat; Charis Ng; Lori Escallier; Shushawna DeOliveira; Jeffrey Putman; Wolf Lacossiere

### Today's Discussion:

TOPIC	NOTES
<b>Student Opinion Survey</b>	<ul style="list-style-type: none"><li>• The Student Opinion Survey was administered to all active Downstate students in October 2023.</li><li>• The office of Evaluation, Outcomes Assessment and Accreditation has analyzed the results of the survey and drafted a report.</li><li>• The OACC was shown the draft report and asked to provide any comments or feedback.</li><li>• We are awaiting information from SUNY on the aggregate results of the SSS from the other campuses.</li><li>• The report will be sent to members of the OACC for further consideration with the understanding that the report is still awaiting word from SUNY.</li></ul>
<b>Middle States Updates:</b>	<p>Working groups have just passed another milestone in the process. The first draft of each individual chapter was due on Jan 16<sup>th</sup> 2024. So far two working group have shared their drafts. All other drafts still in progress. Drafts will be reviewed, and feedback provided to working groups in the coming weeks.</p> <p>The chair of the Standard V working group has shared that there are difficulties in obtaining pertinent individual documentation on assessment practices from certain schools/colleges. They will continue to work with Downstate leadership to work through any roadblocks.</p> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"><li>• Next Steering Committee Meeting scheduled for Feb 12<sup>th</sup></li><li>• Working groups will begin to receive feedback on 1<sup>st</sup> drafts by early Feb</li></ul>
<b>OACC Bylaws and Institutional Assessment plan</b>	<p>The OACC has started the process to review its Bylaws, and to develop institutional student learning assessment policy, procedures, and plan. The executive summary of these draft documents was shared with Dr. Imperato for his feedback, who has subsequently shared the executive summary with the Deans. The two deans present at today's meeting provided feedback to the group on the executive summary and would like to review the details. At this time the feedback centers around ensuring that the language of the documents that will follow the executive summary are consistent with our existing processes and organizational structures.</p> <p>The executive summary refers to the following draft documents:</p> <ul style="list-style-type: none"><li>• OACC Bylaws</li><li>• Student Learning Assessment Policy</li><li>• Student Learning Assessment Plan template</li><li>• Student Learning Assessment Report template</li><li>• Curriculum Mapping template</li></ul>

	<p>OACC members expressed that it is challenging to write pertinent parts of the Middle States self-study without these documents that will layout the overarching framework of assessment for the institution. Members agreed that many of the individual pieces are already in place in individual schools, however this information needs to be organized at the institutional level.</p> <p><i>OACC Next Steps:</i></p> <ul style="list-style-type: none"> <li>• The OACC Chairs will continue to work on the draft documents and have them reviewed by Dr. Imperato</li> <li>• The OACC hopes for updates at the next meeting on Feb 12, 2024.</li> </ul>
<p><b>Updates on accreditation projects in the colleges and schools:</b></p>	<p>No individual school updates were given at this meeting.</p> <p>The overarching concern was if and when the individual and institutional accrediting bodies needed to be informed about the possible proposed changes to the University Hospital. The understanding of the group is that at this time talks surrounding the status of the Hospital are not finalized but as more concrete information is revealed each school and college will take the lead on informing their accrediting bodies of anything pertinent to them.</p>

Respectfully Submitted, January 22, 2024, Kane Gillespie and Tina Adjei-Bosompem,  
Office of Evaluation, Outcomes Assessment, and Accreditation Services