

Outcomes Assessment Coordinating Council

Meeting Minutes 02/12/2024

In Attendance: Mark Stewart; Kane Gillespie; Lori Bruno; Tina Adjei-Bosompem; Ellen Watson; Charis Ng; Lori Escallier; Shushawna DeOliveira; Jeffrey Putman; Wolf Lacossiere; Tracy Wilson; Richard Kollmar

Today's Discussion:

TOPIC	NOTES
Assessment policy and Procedures	<ul style="list-style-type: none"> • Since this group's discussion on the Bylaws in December 2023, Kane worked with Dr. Imperato to implement comments from the OACC into the Bylaws and to develop draft documents to support systematic assessment process at Downstate. • With Dr. Imperato's endorsement, OACC was asked to review these draft Assessment policy and procedure documents and to provide feedback at today's meeting. Documents discussed include: <ul style="list-style-type: none"> - Executive summary - OACC Bylaws (near final draft, incorporating comments from Dr. Imperato and the OACC (from our Dec 11 meeting). The formatting has also been refined.) - Student Learning Assessment Policy (draft) - Student Learning Assessment Plan (draft template) - Student Learning Assessment Report (draft template) - Curriculum Mapping template (draft)
Executive Summary	<ul style="list-style-type: none"> • No comments
OACC Bylaws	<p>Upon review comments received included:</p> <ul style="list-style-type: none"> • Adding someone who is specifically responsible for assessment from each school/college • Consider adding an additional member from college of medicine and the School of Public Health • Indicate that the membership roster is reviewed periodically. <p>Motion made to approve bylaws with suggested changes By Lori Escallier, second by Mark Stewart Voted on by committee: unanimous, motion carries.</p>
Student Learning Assessment Policy	<p>Student learning Assessment policy comments included:</p> <ul style="list-style-type: none"> • Discussions on using the policy to inform assessment procedures in areas that do not have a separate accrediting body • Adding more explicit language on who uses the results to enact changes "Deans, senior leaders, and their designees will use the result of assessment results for the improvement of..." • Removing section on roles and responsibilities and add language on designation of assessment point person from each school/college. "Each College and School will identify a person who is responsible for assessment and accreditation activities in their respective College or School and who will serve as the liaison to the EOAA for assessment and accreditation activities."

	<p>Motion made to approve bylaws with suggested changes By Lori Escallier, second by Tracy Wilson Voted on by committee: unanimous, motion carries.</p>
<p>Student Learning Assessment Plan Template</p>	<p>Student learning assessment plan template comments include:</p> <ul style="list-style-type: none"> Clarifying that School/colleges with an existing assessment plan based on their accrediting body do not need to reproduce their plan in the new format. However, their plans should include all the same components and documentation that are expected in the approved Downstate template. To demonstrate alignment with the expectations, Colleges and Schools that have existing assessment plans for their programs should share each plan, include the Downstate assessment plan template as a cover page, and cite the relevant pages from their existing plan in the assessment plan template. Effectively, the resulting assessment plan as provided to EOAA will be a collection of citations to their existing assessment plan plus the relevant curriculum map(s). <p>Motion made to approve assessment plan template with suggested changes By Tracy Wilson, second by Lori Escallier Voted on by committee: unanimous, motion carries.</p>
<p>Student Learning Assessment Report Template</p>	<p>Student learning assessment report template comments include:</p> <ul style="list-style-type: none"> Assessment reports clarified that timeline can be based on individual programs accreditation needs. Members agreed that it is possible for each program to develop assessment reports for 2022-23, 2023-24 and 2024-25 in support of the Middle States self-study process. If programs have assessment results prior to 2017, those will also be helpful in demonstrating Downstate’s long-standing assessment practices (for example, Nursing has records starting in 2017 and SoHP has records starting in 2021) <p>Motion made to approve assessment report template with suggested changes By Lori Escallier second by Shushawna DeOliveira. Voted on by committee: unanimous, motion carries.</p>
<p>Curriculum Mapping Template</p>	<p>Discussion tabled for next OACC meeting</p>
<p>OACC Next Steps</p>	<ul style="list-style-type: none"> Discussion will continue on the curriculum map template. Revised documents as approved to be shared with OACC with the revisions as discussed Approved draft policy and procedure documents will be shared with Dr. Imperato who will review and confer with Deans for final approval Next OACC meeting will revisit presentation of Campus Climate Survey by Charis Ng.
<p>Updates on accreditation projects in the colleges and schools:</p>	<p>No individual school updates were given at this meeting.</p>
<p>Next meeting</p>	<p>The next meeting of the OACC is scheduled for March 11, 2024.</p>

Respectfully Submitted, February 12, 2024, Kane Gillespie and Tina Adjei-Bosompem,
Office of Evaluation, Outcomes Assessment, and Accreditation Services