

Outcomes Assessment Coordinating Council

Meeting Minutes 04/15/2024

In Attendance: Mark Stewart; Kane Gillespie; Lori Bruno; Tina Adjei-Bosompem; Ellen Watson; Marie-Claire Roberts; Shushawna DeOliveira; Allen Lewis, Wolf Lacossiere; Richard Kollmar; Priya Pasram, Bonnie Granat; Anika Daniels-Osaze

Today's Discussion:

TOPIC	NOTES
Update from the Chair	<ul style="list-style-type: none">Mark provided a summary of the latest news related to the Downstate Transformation proposal. This is an emerging and evolving subject that has the potential to severely impact our academic programs. There has been a strong response from NYS legislators to keep the hospital open. SUNY is currently awaiting legislators to sign off on the budget.
Middle States	<ul style="list-style-type: none">We are more than half-way through the Self-study process and coming close to the end of the working group activities.We are approximately two to four weeks behind schedule, having started the self-study process in September 2022.The second draft of the WG chapters were submitted on March 15.Downstate is currently working with Middle States staff to confirm the site visit evaluation team chair and site visit dates ca. March 2025.A review of all available chapters and supporting evidence has been completed. Feedback will be provided to WGs through individual scheduled meetings.Special focus is being given to the needs of Standard V.We are currently awaiting confirmation on the assignment of a team chair for our proposed visit date.Regarding the possible Transformation Plan proposal, we are proceeding as planned to prepare for our site visit ca. March 2025.
Assessment Planning and Reporting	<ul style="list-style-type: none">The information session was held on April 2, 2024, with all the assessment leaders from each school and college.The meeting discussed leveraging existing information from each unit to address compliance of Standard V. This included:<ul style="list-style-type: none">Downstate Student Learning Assessment Policy and Procedures<ul style="list-style-type: none">Assessment plans for each degree and certificate programAssessment reports for three years for each programCurriculum MapsStudent achievement info by programClosing the loop: use of assessment results for the improvement of assessment policy and proceduresMeeting minutes from college /school committees whose purview includes student learning assessment.Program catalogs including degree requirements and course descriptionsSyllabusesDates for completion of the assessment planning and reporting are<ul style="list-style-type: none">April 15, 2024 – questions and concernsMay 1, 2024 – Assessment Plans and 3 years of Assessment reportsMay 10, 2024 – all other items

	<ul style="list-style-type: none"> Assessment Liaisons can submit collected materials and keep track of their progress on the new EOAA Assessment portal website. <i>See new website section of minutes.</i>
New Websites	<ul style="list-style-type: none"> EOAA Assessment Pages launched today. The pages included: <ul style="list-style-type: none"> Assessment information for Downstate academic degree and certificate programs Posting of the Institutional Learning Objectives (ILOs) Official site for the OACC Link to the EOAA Assessment Portal EOAA Assessment portal launched today. Page is accessible to assessment leaders from each college and school and their designees only. Pages include: <ul style="list-style-type: none"> Individual Assessment page for each college and school Repository for assessment documents Checklist of assessment documents for each Downstate academic program <p><i>Pages can be accessed through the EOAA website located under the Office of Academic Affairs. https://www.downstate.edu/education-training/academic-affairs/evaluation-assessment-accreditation/index.html</i></p>
Updates on assessment accreditation projects in the colleges and schools:	<p>SPH:</p> <ul style="list-style-type: none"> Currently working on Assessment planning documents. Starting to review the criteria and necessary information for the Commission on Accreditation of Healthcare Management Education (CAHME). They are looking to apply for accreditation for their new Healthcare Management Program with the year. <p>SGS:</p> <ul style="list-style-type: none"> Currently working on Assessment planning documents. Will meet soon with EOAA with questions about the documents and requirements. Will meet with Mark Stewart regarding last external review for SGS (ca. 2018). <p>SOHP:</p> <ul style="list-style-type: none"> Continuing to work on Assessment planning documents. SOHP has collected a majority of the required information for MSCHE for assessment plans, curriculum mapping, syllabi, annual reports. Midwifery had submitted their first draft of Appendix A to the board of review (BOR) and the SOHP accreditation work group for review and feedback. BOR had accepted the format. Final report is due on June 1st. <p>COM:</p> <ul style="list-style-type: none"> Currently working on Assessment planning documents. Has been working on response to 7 warnings/citations from LCME. They are feeling good about their responses and the outcomes of the report, due Aug 1st. COM is working on having mechanisms in place to ensure continuous ongoing monitoring of the 93 elements that are addressed by the LCME by the next visit. COM has develop a new committee, the professionalism committee, a subcommittee of curriculum committee. The committee purview will focus on professionalism of students by hearing and reacting to individual student cases as well as development of proactive definitions and protocols for student

	<p>professionalism, including protocols for faculty on remediation and bolstering educational activities where professionalism is or can be taught. The main goals of the committee include:</p> <ol style="list-style-type: none"> 1. Moving towards being more educational and less punitive regarding professionalism issues. 2. Imparting greater awareness to students that as they begin to enter the profession, there are expectations that begin now that they will carry out through their careers. <p>CON:</p> <ul style="list-style-type: none"> • Currently working on Assessment planning documents. • Currently working on finalizing their self-study report for CCNE. Their team has finalized their response and evidence for CCNE standard 1. Standard 2&3 are in the works, and standard 4 is proving to be the heaviest lift. Overall, they are on track to with their planned timeline and are in a good place right now. • The deadline for their self-study report is approaching and the CCNE site visit is set for November 17-20th, 2024.
Welcome Anika Daniels-Osaze	The OACC welcomes Anika Daniels-Osaze, Ed.D., MPH, Associate Dean for Education, School of Public Health; Clinical Associate Professor of Health Policy and Management. Dean Kitaw Demissie recommends her addition as informed by the Bylaws to include an additional member from the School of Public Health.
Next meeting	The next OACC meeting is scheduled for May 13, 2024 which is the award ceremony day for SPH and SOHP and a few days before Commencement. There will be consideration in changing the meeting date.

Respectfully Submitted, April 15, 2024, Kane Gillespie and Tina Adjei-Bosompem,
Office of Evaluation, Outcomes Assessment, and Accreditation Services