

Academic Assessment Committee Meeting  
May 8, 2012  
Faculty Office Building 620

Present: Carli Schiffner, Ken Erickson, Brian Washburn, David Wells, Brian Harte, David Barnes, Alice Reed, Linda Heilman, Kirk Jones, Marty Clark-Stone, Stan Skowronek, and Mike O'Connor.

The meeting was called to order at 8:02 a.m.

Updates on 2011-12 Assessments in the Major -

Marty Clark-Stone (Heating & Plumbing) – The self-study will be given to Dave Wells the week of May 14<sup>th</sup> for his review and comments. After Dave's review, the report will be forwarded to program reviewers.

Stan Skowronek (Air Conditioning Maintenance & Repair) Dave Wells reviewed the self-study and approved sending it to the reviewers. That will be done this week. Program reviewers are Dave Grant and Robert Patnode.

Brian Harte (Criminal Justice: Law Enforcement Leadership) Self Study report has been reviewed by the program reviewers thru Angel. External reviewers will meet with department members on May 9<sup>th</sup>.

Mike O'Connor (Emergency Management) Self-study report will be given to Linda Heilman by the end of this week. After Linda's review, the report will be placed on Angel and program reviewers given access so they can complete their review online. Brian Harte stated he would give Mike access to his report on Angel.

Bill Jones (Business Administration AS/AAS) – A few internal problems were experienced with getting alumni information from Career Services, but that has now been corrected and completed. The self-study report will be sent to Linda Heilman the week of May 14<sup>th</sup> and reviewers will be on campus June 28<sup>th</sup>.

Information Management – Due to Mary Bucher's medical leave, Eric Cheng will be asked to oversee Information Management.

Computer Core Competency Task Force - A Task Force needs to be formed to review Computer Core Competencies which tie into one of the Information Management student learning outcomes. Along w/Brian Washburn, the task force should include a representative from each school. The deans were asked to give their suggested representatives to Carli by Wed., May 9<sup>th</sup>. Carli will also meet with Academic Standards to discuss this task force. The task force will be charged with: 1) determining the values of Information Management, 2) how we assess Information Management on our campus and 3) how to move forward with Information Management assessment and Computer Core Competencies. The SUNY General Education standards will need to be used and then define what those standards mean. The task force may also want to reach out to other campuses to determine how they manage Information Management. Carli will convene the Task Force once she receives the deans' recommendations.

Writing Intensive courses and guidelines have been discussed by the committee in the past. The Writing Intensive intent is not working and needs to be reviewed to determine what constitutes a writing intensive course. Linda Heilman noted that a report was completed two years ago by Susan Adams of the Humanities Department and submitted to Dr. Kennedy that discusses writing across the curriculum. Linda will provide a copy of the report to Carli. A Task Force needs to be formed to look at the qualifications, expectations, and baseline and if it is meeting our needs. Since one of our four SLOs is communication, we can't avoid looking at this. Task Force members identified include: Nadine Jennings, Kirk Jones, and a representative from each school – David Barnes, Dan Miller and Bill Jones. Carli will convene the Task Force.

Engineering Science - Assessment in the Major– Based on our January 26<sup>th</sup> review of the report, Rashid Aidun made revisions to the initial submission and is now available on Angel for our review. Dave Wells will contact Rashid to see if he can meet on Tues., May 15<sup>th</sup> at 8 a.m. with the committee.

The meeting was adjourned at 8:30 a.m.

Respectfully submitted,

Sandy Livernois, Recorder