

Assessment Council Meeting
Thursday, December 7, 2017, 12:30

Present: Cara Berg, Greg Mattison, Kendall Martin, Lorra Brown, Chriss Williams, Maria Karmidas, Jane Zeff, Pam Brillante, Karen Hilberg, Richard Kearney, Meredith Drew

Absent: Yoel Beniluz

The meeting was convened at 12:35pm by Cara Berg in *Preakness Hall Rm 219 Conference Room* – Minutes by Greg Mattison

- I. Introduction- Assessment Council and members of Academic Standards Council
- II. Review of minutes from 11/2 meeting: https://studentwpunj-my.sharepoint.com/:w:/g/personal/mattisonw_wpunj_edu/EWch73_KtrZFjGQkcloJdKUBCjPsvoadXIKGuTsCKKjPTg?e=e893b3ba4c5c42e7bea60dbe95b3c2a4
- III. Collaboration with Academic Standards Council and Provost- J. Lincoln (Charge B1)
 - a. Review of charge b. Review of last year's meeting: <http://www.wpunj.edu/senate/council-assessment/minutes%202-16-2017.pdf>
- IV. Schedule meeting with Jonathan to clarify what he needs from our involvement – Questions to ask
 - a. Has Jonathan Reviewed the previous manual?
 - b. Manual is based on old manual but minor revisions were made in 2012 (zeff)
 - c. Conceptually, revisions were potentially to allow for more departmental discretion in administering specific aspects of program review. (Zeff)
 - d. There is an opportunity for departments to express what departmental review should be (Martin)

- e. What do we want to know / what questions should be asked?
 - i. Can we look to Middle States expectations to be sure we comport with those? (Williams)
 - ii. What kind of a review is this?
 - iii. What is the Timeline?
 - iv. Is there a specific process?
 - v. How is assessment being used at the institutional level? Particularly in departments that do not require accreditation.
 - vi. What defines the data points? Ex. Enrollment, student outcomes,...
 - vii. How involved are our councils-What do we do?
 - 1. We would like to take the opportunity to inform this process based on recognized needs derived from professional experience and Middle States requirements.
 - viii. Program assessment has 2 phases - Retrospective and Prospective, ie. Successes and challenges of the past and future plans for improvements (Martin)
 - ix. How do we maintain and make use of alumni relations
 - x. Seems most useful at the departmental level but there will be elements that transcend departments.
 - xi. Serves a foundation for ongoing departmental discussions for constant program review and refinement

- f. Research
 - i. Comparative institutions-Background research on other program review practices at other institutions?
 - ii. Accrediting Bodies-Bureaucratic Doc-
 - 1. Middle States
 - 2. Others
 - iii. Scholarship

iv. Faculty direct

1. Those who have actively participated in last 2 years

v. Alumni Data Point

1. Best administered by faculty in the area, particularly for anecdotal information
2. Who is successfully communicating with alumni for assessment on campus
3. How best to facilitate communication with alumni in concert with Alumni Relations who have other priorities?
4. Student Success
 - a. How do we include retention data?
 - b. Efficiency in degree path –ie.Finish in 4
 - c. Learning Outcomes
5. How do we focus the scope of the questions of alumni into the areas that we have the most control over?
6. Do we try to target the scope of these studies so that they are most broadly applicable to the University globally or do we look for more targeted departmental feedback? (Williams)

Future meeting possibilities

Pam and Cara will meet as Chairs to review this discussion to inform agenda for 2/1/ meeting

2/1/17 joint meeting with Jonathan
will review these minutes and send Jonathan an agenda with targeted questions