

Assessment Planning Committee Minutes

10/7/2009

Minutes prepared by Melinda Costello

Attended: Catherine Crohan (Library), Melinda Costello (School of Business, chair), Fr. Linh Hoang (School of Liberal Arts), Penny Brunner (Associate VPAA, ex officio), Sue Hurley (School of Science)

1. Responsibilities of Assessment Planning Committee

The committee reviewed the expectations concerning membership and responsibilities of the APC, which are listed in the Assessment Guide. According to the guide, the Director of Foundations is an expected member of the APC. Although the APC chair was told that the Director of Foundations would not be joining the committee, the committee members asked the chair to send an e-mail to the VPAA requesting that the Director of Foundations join the APC.

To clear any confusion, the chair was asked to inform the Dean of Liberal Arts that the Associate Dean of Liberal Arts would not need to attend the APC meetings.

2. Responsibilities of Academic Assessment Coordinators

The committee reviewed the responsibilities of the Academic Assessment Coordinators. This review prompted additions to the list of goals and projects for this year's APC.

3. What we accomplished last year

The chair reviewed a list of accomplishments from 2008-2009. The list is included below.

4. Goals/projects for this year

- Work with groups already surveying graduates to include indirect measures of student learning
- Work with COTFD to add an assessment component to the new faculty orientation
- Determine time-line and process for APC review of major/program assessment plans and reports; submitting committee evaluations to the associate VP and deans
 - M. Costello will collect the academic assessment reports for 2008-2009 and the assessment plans for 2009-2010 for review
- Work with COTFD to create a syllabus-writing workshop (that includes writing learning goals)
 - M. Costello and Fr. Linh will bring samples of syllabi/course learning goals to meeting on 10/14/2009

- Work with departments to create alignment grids for major learning goals (which included service courses)
- APC will participate in development of Siena's strategic plan

5. Agree on a date for Dean of Liberal Arts visit to APC meeting

R. Blasting, V. Eccarius-Kelly, and Fr. Linh will present their project "Engaging Departments" at an upcoming meeting. The Chair will arrange this presentation with R. Blasting.

6. Begin discussion of the Academic Program Review document

This will be the first agenda item at the next APC meeting on October 14, 2009.

Other Business:

C. Crohan will check the availability of meeting space in the library for the APC meetings.

Assessment Planning Committee Accomplishments 2008-2009

The Assessment Coordinators and the Assessment Planning Committee accomplished the following during the 2008-2009 academic year:

1. Conducted an inventory of what assessment processes were in place for each department. This information was incorporated in the Middle States Periodic Review.
2. Provided input to and review of the Siena Learning Goals (adopted November, 18, 2009).
3. Worked with each school to develop a timeline for assessment in their majors/programs.
4. Reviewed the learning goals for each major in all three schools.
5. Reviewed the Siena Library's Information Literacy Plan.
6. Introduced the plan and report format (included in the Assessment Guide) to each school/major/program.
7. Created a timeline for the assessment process which was followed by all schools.
8. Provided the assessment information for each school that was included in Siena's assessment website.
9. Created "Writing Student-Centered Learning Outcomes" tutorial (published on Siena's assessment website).
10. Reviewed the Academic Affairs mission statement.
11. Reviewed two versions of the Program Review Guidelines. Met with the deans to discuss what role they would like the reviews to serve within their schools.