

# **FINAL REPORT /ASSESSMENT COMMITTEE**

## **2006-2007 Academic Year**

**MEMBERS:** Karen Beckman (did not attend any of the meetings), Dorothea Dunayer, , Linda DeSantis, Bill Dougherty, Michael Kammer, Louise Kaplan, Marilyn Malerba Keiner (Chair), Cheryl Knowles-Harrigan, Linda Loughlin, Kelly McClay, Vickie Melograno, Carol Mohrfeld, Ellen Parker, Amy Shelton, Barbara Warner

### **Standing Charges (1-4)**

#### **5. Recommendations for next year's charges.**

- a. Develop and complete a faculty handbook on assessment by spring 2008 with the assistance of the Outcomes Assessment Coordinator.
- b. Continue to coordinate planning efforts with the Senior Academic Dean to sponsor an Assessment Day or Professional Development Day including speakers, Best Practices Presentations and recognizing faculty members or Departments for outstanding achievements in assessment.
- c. Sponsor a workshop for the benefit of new faculty concerning the Assessment Plan, process and terminology.
- d. Continue to develop a culture of assessment by contributing "The Assessment Tip of the Month" to the Communicator Fall 2007. This can be the topic of assessment at monthly department meetings
- e. Continue collaboration with the Outcomes Assessment Coordinator including input on assessment forms and process as faculty representatives.

### **Committee Charges (6-14)**

#### **6. Recommend a Plan which encompasses the following:**

- **Identify 2-3 outcomes from prior assessment which have implications for instructional or curricula improvement**
- **Develop specific institutional strategies with timelines that address those specific areas identified for improvement**
- **Document the implementation of those strategies**
- **Document the results of results of those strategies**
- **Indicate implications for further improvement**
- **Implement discipline by discipline**

At the first meeting (August 28, 2006) of the academic year, the Committee discussed this charge and attempted to arrive at a consensus for a course of action. Dr. Wexler attended the September 28, 2007 meeting at the invitation of the Committee to review the charge and discuss its objectives. The minutes of the meeting reflect the discussion. As a result, the Committee chose to review

and amend an already existing proposed questionnaire to evaluate outcomes and suggest changes as a means to satisfy this charge. The minutes of the September 28 meeting further reflect the discussion of the questionnaire along with the creation of a subcommittee. The subcommittee was charged with reviewing the questionnaire and making revisions where appropriate. The Subcommittee met twice during the academic year and periodically reported its progress to the Committee at scheduled Committee meetings.

The final draft of the above referred questionnaire was sent to Dr. McArthur for distribution to the Department Chairs. The questionnaire is entitled, **“Faculty Review of Student Assessment from Previous Semester.”** It is to be distributed by department chairs to faculty at the beginning of the fall semester. Faculty will be asked to review the questions and be prepared to discuss the answers along with their assessment results from the previous spring semester at the second department meeting of the fall semester. Notes of the discussion will be sent by the department chairs to the Outcomes Assessment Coordinator for reporting and archiving purposes. This form is intended to stimulate discussion of assessment procedures, results and use of the results. A copy of this questionnaire is attached this report. (Note that the questionnaire was sent to the Department Chairs in the beginning of the spring ‘07 semester for faculty to review and completion as it pertained to the spring ‘06 semester. The Outcomes Assessment Coordinator gathered this information.)

The spring 2007 assessment of student learning was no longer in pilot form. The Committee reviewed the procedure and the forms used in previous years and in coordination with the Outcomes Assessment Coordinator and Committee member, Linda Loughlin, refined the procedure. A new form, referred to as an **“Organizational Form”** required that in early spring, department chairs poll the faculty to determine the name of the course that will be involved in the assessment, when the assessment will be performed and the type of assessment to be performed. The form is returned to the Outcomes Assessment Coordinator for recordation. A copy of this form and the accompanying memo to Dr. McArthur is attached to this report.

The Committee amended the **“Report for Learning Outcomes Assessment”** that had been developed by the Committee and used in last year’s Pilot assessment. This questionnaire is used by faculty at the time of the assessment and is turned in to the Department Chairs (and then to the Outcomes Assessment Coordinator) by the end of May. A copy of this form and the accompanying memo to Dr. McArthur is attached to this report. Department Chairs will then fill out an **“Assessment Summary Form”** using the results of the **“Report for Learning Outcomes Assessment”** from respective faculty and will remit this to the Outcomes Assessment Coordinator for recordation.

The three phase plan assessing student work that was created in previous years by this Committee is still effective. The three phases are planning,

implementing, and reflecting and reacting and correspond to respective semesters. The forms/questionnaire mentioned above are included in this plan as follows:

**Fall '07 Semester:**

Phase III: Reflecting and Reacting

Faculty will complete the “**Faculty Review of Student Assessment from Previous Semester**” questionnaire and discuss procedures, results and use of the results at October '07 department meeting.

Phase I: Planning

Each discipline will prepare select the class or group of classes to focus on and create the assessment for the spring '08 semester.

**Spring '08 Semester**

Phase II: Implementing

-Department Chairs will poll the faculty to determine the name of the course that will be involved in the assessment, when the assessment will be performed and the type of assessment to be performed. Chairs will then fill out the “**Organizational Form**” with this information and return it to the Outcomes Assessment Coordinator for recordation.

-Faculty will teach the target unit related to the teaching goal(s) being assessed and administer the chosen assessment.

-Faculty will analyze student feedback by using the discipline specific rubric and will complete the “**Report for Learning Outcomes Assessment**”. This form will be given to the respective Department Chair who will in turn submit it to the Outcomes Assessment Coordinator. This form includes faculty analysis of the results and the impact of the assessment on teaching and learning and/or on the curricula, including modifications.

- Chairs will also complete an “**Assessment Summary Form**” using the results of the “Report for Learning Outcomes Assessment” from respective faculty and will remit this to the Outcomes Assessment Coordinator for recordation.

**7. Sponsor a workshop for the benefit of new faculty concerning the Assessment Plan, the assessment process and assessment technology.**

Committee members Cheryl Knowles-Harrigan, Amy Shelton and Linda Loughlin (Outcomes Assessment Coordinator) made a presentation of the Assessment Plan, its process and technology, including common assessment terminology to the new faculty at their December 2006 meeting.

**8. Gather materials for the faculty manual and use the assistance of the Outcomes Assessment Coordinator to accumulate and archive the materials.**

A Subcommittee was formed to review the materials gathered by Outcomes Assessment Coordinator, Linda Loughlin and Chair, Marilyn Malerba Keiner. The materials included faculty manuals from other institutions of higher

learning as well as from documents gathered from workshops and seminars attended by faculty. The Subcommittee met during the spring semester and created an outline for the manual. The Committee devoted approximately two regular scheduled meetings to discuss and develop the outline and index. A copy of the outline is attached to this report.

**9. Review and amend the Assessment Plan that was submitted as a draft to Middle States, as necessary.**

No amendments were made to the Plan.

Respectively submitted,  
Marilyn Malerba Keiner, Chairperson  
Assessment Committee  
2006-2007