



Academic Assessment Committee (AAC)

Meeting Minutes

Tuesday, November 19, 2019
12:15 p.m. – 1:45 p.m. AC-3H10

Attendees: L. Barley, L. Baron, R. Brugna, K. Davies, D. Daus, C. Foster, M. Hajikano, Y. Lee, K. Glickman, N. Naeem, D. Su, J. Ramos, D. Rowe (on phone), G. Werber-Zion, X. Zhang

I. Welcome and Introductions

- Dr. Barley welcomed all attendees. She stated that two new members joined the AAC that include Professor Rosemarie Ruiz Carroll from accounting and finance department and George White from the History department.

II. AAC Report to IEC

- a. AAC members, divided into groups of three, reviewed the latest draft of the AAC report to IEC; comments and edits were accepted. AAC will submit the final report to IEC by the end of the day. Dr. Barley and Dr. Zhang requested members to review the report carefully and provide feedback including any edits needed such as incorrect info, grammar, clarity, typos, etc.
- b. The AAC members provided feedback and edits including typos and grammatical errors. Behavioral Science department, Movement Science and French pointed out that the reports were reviewed, but their programs were not included in the use of results table.
- c. Dr. Barley asked committee members for recommendations regarding the process, instrument that will allow us to have more meaningful feedback and information.
 - i. Robert Brugna stated that the process of gathering plans and reports has been improved as a result of YAMS and suggested including this information in the recommendations section of the report.
- d. Ms. Naeem stated that as per advice from CUNY Central, York should follow last year's monitoring report and make the documents accessible by one click; thus, all documents public last academic year will be made public again for the monitoring report 2020.

III. YAMS

- a. AAC members reviewed the mid-year checkup and annual report template that will go in YAMS.
 - i. AAC members said that for the annual report asking information on full-time and part-time faculty members does not seem to fit, as the administration is already aware of it.
 - ii. The annual report in YAMS may allow for tracking and following-up on the action plan made in year one to implementation of action plan in year two annual report.
 - iii. The template for mid-year check and the annual report will be same for academic and non-academic assessment committees. Therefore, Ms. Naeem will need to consolidate feedback from both committees and provide Mr. Nunez in IT the latest version as soon as possible so that he can begin developing these two additions.

- iv. Members were asked to provide feedback on both templates via email to Dr. Barley by Monday, November 25, 2019.

IV. Update

- b. Approximately 22.5 programs have submitted the Annual Assessment Plan for AY2019-2020 in YAMS, (half point is for one of the programs that is having technical difficulty). Members requested that Dr. Barley sends a reminder email to department assessment coordinators with cc to department chairs.
- c. ILOs mapping: There are 29 programs who completed the mapping to ILOs, however, three programs only mapped to Diversity, two other programs only mapped to Diversity and Civic Engagement. The reason for mapping to only two Diversity and/or Civic Engagement is based on one of the AAC meetings. Dr. Barley stated that at the last AAC meeting, a clarification was made. Programs are to map to all ILOs as appropriate and not only Civic Engagement and Diversity. The goal is to identify in what upper level courses ILOs are addressed so that evidence can be obtained.
- d. Monitoring report status: The monitoring report draft to CUNY Central is due on December 9th. Dr. Barley is working on the draft to report information relevant to AAC.

V. Meta-analysis of remaining annual assessment reports 2018-2019

- a. Annual reports:
 - i. Seven reports need to be reviewed (Sociology, English, Journalism, Teachers Ed. Nursing and Nursing Generic). Each group will review one report with the (see assignments in next steps below).
 - ii. PARs for reports reviewed thus far: Signature from the AAC chair will not be required. PARs need to be sent back to the individual programs/coordinators by the department assessment coordinators.
 - 1. Department assessment coordinators will go to Blackboard,
 - 2. Find PARs relevant to their department (all programs within their department)
 - 3. Download and email to department assessment coordinators with cc to Dr. Barley and Dr. Zhang.

VI. Next Steps:

- a. **PARs for reports reviewed thus far:** AAC department assessment coordinators need to close the loop on program assessment rubric (PAR) for the reports reviewed thus far by sharing the rubric with programs: **AAC department assessment coordinators:**
 - i. Go to Blackboard
 - ii. Find PARs relevant to their department (all programs within their department)
 - iii. Download and email to department assessment coordinators with cc to Dr. Barley lbarley@york.cuny.edu and Dr. Zhang xzhang@york.cuny.edu by **November 26, 2019.**
- b. **Reminder email 2019-2020 annual assessment plans and ILO mapping:** Dr. Barley will send a reminder email to department assessment coordinators with cc to department chairs for the submission of Annual Assessment Plans AY 2019-2020 in YAMS and for completion of ILO mapping template. The plan in YAMS were due November 15, 2019, the mapping of ILO was due November 1, 2019.
- c. **Review of templates:** Dr. Barley will email AAC members the two templates: mid-year check and annual report.
 - i. **AAC members** need to review and provide feedback on these two templates by November 25, 2019.

1. For annual report bullet III table Assessment Activities, focus on the last four columns only and continue with bullets IV-VII.
- d. **AAC members** need to review the Annual Assessment Reports for AY: 2018-2019 submitted late this semester in the following manner and upload the completed rubric in Blackboard.

Group #	Group Leader	Members	Assigned Programs
1	Davies	Lee, Gibson	English
2	Rowe	Rosemarie Ruiz-Carroll, Daus	Health Science
3	Ramos	Wojciechowski, McNeil	Journalism
4	Brugna	Popp, Foster	Teacher's Education
5	Hajikano	Baron, Glickman	Nursing BS
6	Werber-Zion	Su, White	Nursing Generic BS

VII. The next meeting will be on 12/10

VIII. Meeting Dates Spring 2020: 1/28, 2/11, 3/17, 4/17 and 5/12.