



Operational Assessment Committee (OAC)

Meeting Minutes

Wednesday, July 18, 2018
10:30 a.m. – 12:00 p.m. AC-3H10

Attendees: Nazia Naeem, Erzulie Mars, Earl Simons, Sharon Davidson, Charmaine Cruise, LaToro Yates

I. Review June 28th meeting minutes, committee charge and homework

Cruise directed the committee members to review the distributed minutes from the June 28th meeting as well as the committee charge. The members were also asked if there were any questions on the homework assignment which included reading the MSCHE Standard V, Requirements of Affiliation 8 and 10, institutional response to the visiting team and the accreditation update email from President Keizs. No questions were raised.

II. Feedback from Dr. Kushnood Haq, York College's Middle States Liaison

Cruise reviewed the feedback received from Dr. Haq. Dr. Haq stated that the college did not make enough progress in establishing a culture of assessment. Assessment needs to be part of the culture and more people need to be involved in the process and understand the seriousness of the situation. The commission is looking for not only assessment plans but also implementation of the assessment plans to show how the assessment evidence is being used to make changes and improvements in student learning/achievement. Operational Units need to do the same thing as academic units which includes continuous assessment cycle completion, unit assessment reviews, guidelines and schedules and Dr. Haq believes York can accomplish it all.

III. Review Operational Unit Assessment Committee Webpages

Naeem displayed the unpublished Operational Unit Assessment webpages under the Institutional Assessment website. This includes a general overview page that will provide basic information on what is operational unit assessment, why assess operational units and the structure for operational unit assessment at York College. The OAC page states committee charge, member names, committee resources and a link to all meeting materials including agendas and minutes as well as the schedule for upcoming meetings. The website will be structured with a simple menu on the left side so that all content is easily accessible without browsing through narratives or other pages and will go live once IT approves the content to be published. Naeem asked the members to share suggestions and information on potential unit specific resources from the respective professional organizations that may be added to the website as a resource. Simons and Davidson requested that a chart which describes the structure for assessment at York should be included on the website. Naeem will add this. Cruise stated that all basic information regarding committee activities as well as unit mission and goals should be public to all stakeholders.

IV. Next Steps: Operational Unit Annual Assessment and Four Year Comprehensive Review

Cruise stated that all operational units need to do annual assessments. In addition, all units will engage in a comprehensive unit review process similar to academic programs in a four year cycle. The annual assessments will feed into the comprehensive review of the unit which is basically a self-study of the unit in which external reviewers from the respective fields evaluate the unit. The external reviewers are determined by the units. Two documents were shared:

- a) List of all York College operational units: Naeem reviewed the list that indicates divisions, units and subunits based on her research on the York website and the organizational charts. The list indicates who has mission and goals based on the website, the link to the website and a column for notes. Members need to review the list for accuracy of the unit names, position of subunits that are under each unit to identify whether they should be listed separately or by the actual unit and the notes column for other clarifications.
- b) Cruise reviewed the second document which shows a set of two 4 year cycles of all operational units for the years 2018-2019 to 2025-2026. All members coming up for the first year 2018-2019 need to not only identify mission, goals and outcomes but be ready to disseminate measures to students by August 27th. The list is also a draft and needs to be reviewed further by the unit director/leader. An example of IT was provided which has multiple units under it and two of the units are listed for 2018-2019; thus, IT may or may not want to assess all of its areas within one year, thus these decisions need to be made.

V. What is Assessment with Example

Cruise defined assessment based on the definition from the draft handbook by Office of Institutional Effectiveness. "Assessment is a systematic continuous process of collecting, analyzing and using information to improve functions, roles and services as defined by the unit mission, goals and outcomes". She described the process to be cyclical containing three steps: plan, assess and improve. An example of academic advisement center vision, mission, goal and outcome was shared which was drafted under the guidance of Dr. Mary Osborne.

VI. Discussion, Homework & Other

Committee members will review the content of the mission and goals for quality and accuracy. The office of Institutional Effectiveness can be contacted to facilitate units in creation and revisions of unit mission, goals and outcomes. Three tasks were identified:

- a) Update and/or add mission and goals to Operational Unit webpages in the agreed upon format ("Mission" and "Goals") on the main page of all units.
- b) Review list of operational units for accuracy of unit names and position of subunits.
- c) Review the four year cycle calendar and provide feedback.

Respectfully submitted by Nazia Naeem