OEA Meeting  
Wednesday, March 30, 2016  
1:30-3:00 p.m.  
O’Hara 526

Present:
Dr. Mary Jane DiMattio, Dr. Cyrus Olsen, Dr. Vanessa Silla, Prof. Nicholas Truncale and Mr. Richard Walsh

Excused:
Dr. Satyajit Ghosh, Dr. Mary Goldschmidt, & Dr. Patricia Harrington

Approval of Minutes:
Ms. Haggerty made the motion to approve the minutes and Prof. Truncale seconded the motion. All were in favor.

OLD BUSINESS:
Update on Monitoring Report:
Dr. DiMattio thanked everyone for their work and said the Monitoring Report showed lots of great work by dedicated people with processes and evidence gathering. Ms. Yerkes will submit the report to Middle States this afternoon.

GE Update:
Dr. Olsen is working toward wider representation for the new sub-committee given the feedback from CCC & Faculty Senate. A change from “elects” to “approves” will be made to facilitate this task. The committee has not been convened and no meetings have been held yet due to everyone having multiple other commitments at this time of the semester.

The project of diagraming a model from top to bottom is in a pilot program with Dr. Mendez and Dr. Olsen. This English department has a good number of sections of writing tasks for students. Dr. Olsen presented a rubric created by Dr. Mendez to hone in on particular goals. Members liked the idea and offered positive feedback.

Electronic PAR:
Mr. Walsh is working with Ms. Brackeva-Phillips to get the electronic PAR on the website. Mr. Walsh will also take the PAR to the PCPS Dean’s Conference. Discussion ensued regarding adding the (outside) accrediting bodies to the colleges but all agreed to leave that extraneous information off the website rather than make assumptions at this time.

Programs are being asked to submit their PAR(s) by June 30th. The PAR(s) are still considered part of the Annual Report, but are separate. However, there is no way to embed a link into the Annual Report System. Consequently, participants will be asked to leave the assessment portion of the Annual Report blank. Mr. Walsh will email them the PAR, including this information, so duplicate work will not be
necessary. The system will be turned off on September 2nd (same date the Annual Report System is closed).

Once programs get used to the reporting form, it will be reported simultaneously with the Annual Report System so that assessment is used to drive their fiscal annual report and the deadline will change to May 31st.

Additionally, now that the Comprehensive Assessment Plan (CAP) has been fully supported by AAC and Faculty Senate, assessment student learning reports for the year will be due October 1st.

**Rubric for Reviewing Program Level Student Learning Outcomes Assessment Reports:**

Because it was previously decided that a rubric on how things were measured might be beneficial to the ongoing assessment process, Dr. DiMattio reviewed the “Rubric for Reviewing Program Level Student Learning Outcomes Assessment Reports”. There was one minor change made from the original rubric that all agreed upon last time and that involved removing the area titled rubric within the rubric. Dr. DiMattio welcomed feedback and asked if everyone could please review it again before the next OEA meeting. Further discussion will take place in the near future.

**NEW BUSINESS:**

**Two Grant Applications:**

Two grant applications were reviewed by members. The first grant application was from Dr. Satya P. Chattopadhyay for a presentation at an International Assessment Conference in Cape Town. Total dollars requested is $1,800. (the balance of the expenses will be covered by KSOM). After considerable discussion, the majority agreed the request supports the objective of the grant monies. It was decided that approval of the grant upon acceptance of the presentation would be given.

Additionally, Dr. Chattopadhyay will be asked to further clarify by April 29th what the positive impact would be and how this topic is more beneficial to the assessment process. A suggestion was also made for Dr. Chattopadhyay to present the same paper on instrument validation here for the University community. The acceptance decision will be made by April 15th, 2016. The conference dates are August 21-26, 2016. All were in favor.

The second grant application was from Dr. Grettano to attend the pre-conference on assessment at the Council of Writing Program Administrators Summer Conference and included a signature of support from her Dean. The total amount of money requested is $368. The conference date is Thursday, July 14th in Raleigh, North Carolina. Dr. Grettano will return and discuss what she learned from the conference. She will run a workshop for FYW instructors in the fall of 2016. All were in favor and the grant was approved. Dr. DiMattio will notify both grant requestors of the approvals.

**Items for Newsletter:**

**Assessment Guidance Document:**

Because this document is of major importance, the entire document will be included in the next newsletter.

“Assessment in Action” featuring Drs. Berger & Grettano:
Both Dr. Berger and Dr. Grettano have agreed to be featured in “Assessment in Action”. Both have been positively impacted by the Office of Educational Assessment especially with exposure to the Platform and the AWI(s). Testimonials from both will be featured.

**Wabash:**

Prof. Truncale and two students’ excerpts from the recent Wabash Workshop will also be featured in the newsletter. The students that attended are very excited to begin work on assessment. Prof. Truncale and the students will work with Ms. Geri Barber in the near future to get started with the graduate student focus groups. Prof. Truncale will provide a summary paragraph and a photograph for the newsletter.

**Assessment Platforms:**

Dr. Silla is working on creating an article on assessment platforms. This will include information on the extremely useful graphics that can be produced from the assessment data that is gathered. Dr. DiMattio would like the newsletter finished and published by April 15th. Dr. Silla will be ready prior to that date with her article.

**Monitoring Report:**

The newsletter will contain general information on the submission of the Middle States Monitoring Report. Dr. DiMattio will prepare this subject.

**Upcoming Events:**

Ms. Haggerty suggested an upcoming events calendar so interested people can save the date. All were in favor of this addition.

**May 25th Assessment Institute:**

**Student Focus Group Project:**

Unfortunately, students working on the focus group project will not be on campus May 25th to present at the next AWI. The students may agree to come back in June and present to the OEA.

**ETS Group:**

The ETS led to the creation of many courses and Dr. Shimkus would be willing to present on the subject matter at the AWI. All were in favor of this possibility especially because it is a practical one that provides hard data.

**Other Ideas:**

- Additional ideas brought forth included how you institute a poster board session and turn it into an assessment mechanism. Prof. Truncale will speak with Dr. Miller-Scandle about this subject since she has expressed prior interest.
- Dr. Olsen also offered to come up with a project related to GE and possibly the psych area. He will also reach out to Chemistry for a possible presentation idea.
- Dr. Silla will look into her department presenting on ETS and how to use it to look at your program.
• Mr. Walsh offered to present on access databases using the attrition project completed by Prof. Truncale.

Dr. DiMattio asked if commitments could be secured before the next OEA Meeting in order that a preliminary schedule can be designed.

**Rubric/Benchmarking:**

All rejected the idea of rubric/benchmarking for the upcoming newsletter.

**Drexel:**

Members were reminded that the call for proposals for Drexel are due May 8, 2016.

**Adjournment:**

The meeting was adjourned at 3:00 p.m. The next meeting will be held Wednesday, April 6th from 1:30-3:00 p.m. in O’Hara 526.

Respectfully submitted,

Linda Scherer

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