Strategic Planning Subcommittee
Meeting Agenda
December 9, 2020
3:30pm-4:30pm – Zoom (details are below and in the calendar invite)

1. Approval of minutes for the October 15, 2020 meeting

2. Report on College-Wide Assessment (Dyanna Pooley)

3. AASHE STARS update (Allison Pease)

4. New Business

Present: Yi Li *(Chair),* Allison Pease *(Designated Chair),* Ric Anzaldua, Ned Benton, Brian Cortijo, Mark Flower, Jay Gates, Heath Grant, Karen Kaplowitz, Catherine Mulder, Dyanna Pooley, Amber Rivero, Monika Son and Alison Orlando *(recorder)*
Guests: Hungde Chan, Rulisa Galloway-Perry, John Paul Narkunas, Alena Ryjov, Rodger Szajngarten, and Janet Winter

1. **Approval of minutes from October 15, 2020.** The minutes were approved as proposed.
2. **Report on College-Wide Assessment.** Dyanna P. gave an update on the state of assessment across the college. She started by talking about the expectations of the Middle States Commission on Higher Education (MSCHE) for assessment. She moved on to speak about academic program assessment. Dyanna P. explained that in 2019-2020 within undergraduate studies 27 out of 31 majors and 9 out of 22 stand a-lone minors submitted assessment reports. In graduate studies, 4 out of 13 master's programs submitted assessment reports. Dyanna P. then spoke about "closing the loop" within the assessment reports and reported that this is one of the areas within the reports that is commonly problematic. She also discussed other common pitfalls found in the assessment reports. She moved on from academic program assessment to speak about other areas within the college perusing assessment including Enrollment Management & Student Affairs, and Finance and Administration. She said for 2019-2020 Enrollment Management & Student Affairs submitted 11 plans and 6 reports. She added that 4 plans for 2020-2021 have been submitted thus far. She then explained that for 2020 - 2021 Finance and Administration will be using quality improvement stories employing the 6 sigma problem solving methodology and that seven areas are currently working on this. Mark F. gave additional information on the 6-sigma methodology and quality improvement stories. Dyanna P. ended her presentation by explaining the College Wide Assessment Committee (CWAC) action plans for the future and opened the floor for discussion. Heath G. asked if Dyanna P. has the resources to ensure that meaningful data is equitably collected across departments that is consistent and can be comparatively looked at. Dyanna P. said that she is working towards having assessments results reported in a consistent format with the new reporting template. Ned B. felt that we are not conveying our expectations for assessment as clearly as we should to the academic departments and programs. He added that this may be the case in non-academic areas as well. Yi L. added that he hopes that the presentation brings a sense of urgency to the conversation. Dyanna P. said that another area she is looking for feedback on is how to get students more involved in the assessment process and that she is open to suggestions. Amber R. said that she would like to speak to other students for their opinion on this but has some general thoughts. She explained that anytime a process is broken down for students in a way that digestible and easy to understand they are more likely to become involved. She added that making the students feel empowered and part of an important process is a key to their engagement. She felt that small group discussions with the students on assessment may helpful. Rulisa G. felt that student clubs could be a mechanism for students to learn how to assess themselves and how they are leading in small groups. This would allow the next generation of students to have a tool to look back on to see how clubs have done in the past and how they can improve on in the future. She added that student council could do a similar exercise.
3. **AASHE STARS Update.** Due to time limitations, this agenda item will be discussed at a future meeting.
4. **New Business.** There was no new business.

Assessment Update - SPS

December 9, 2020

MSCHE – Requirements of Affiliation

- **#9** Student learning in educational programs, as well as other learning opportunities are appropriately assessed throughout educational offerings, regardless of degree/certificate level or delivery and instructional modality.

- **#10** Integrated institutional planning that includes:
  - Goals for academic and institutional effectiveness and improvement
  - Student achievement of educational goals
  - Student learning
  - The results of academic and institutional assessments

MSCHE – Standard V: Educational Effectiveness Assessment

Assessment of student learning and achievement demonstrates that students have accomplished educational goals consistent with program of study, degree level, and institution's mission.

▶ Demonstrate **organized and systematic assessments** evaluating student achievement of institutional and degree/program goals.

▶ Collect and provide **data** on the extent to which goals are being met, **support and sustain assessment** of student achievement and **communicate the results to stakeholders**.

▶ **Consider and use assessment results for the improvement of educational effectiveness.**

MSCHE – Standard VI: Planning, Resources, and Institutional Improvement

The institution's **planning processes, resources, and structures are aligned with each other** and are **sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services**, and to respond effectively to opportunities and challenges.

▶ Use assessment results for planning and resource allocation.

▶ Planning and improvement processes that incorporate the use of assessment results.

▶ Periodic assessment of the effectiveness of planning, resource allocation, institutional renewal processes, and the availability of resources.

2019-2020 Assessment Reporting Academic Programs

Two Options:

▶ Standard Annual Reporting Format

▶ Reflective Reporting Format

2019-2020 Annual Assessment Reports Submitted

Academic Programs

- Undergraduate Studies
  - Majors   27 of 31 (8 reflective reports)
  - Stand A-lone Minors 9 of 22 (no reflective reports)

- Graduate Studies
  - Master's   4 of 13 (no reflective reports)

"Closing the Loop" Steps

▶ Analyzing results

▶ Selecting improvements related to assessment results

▶ Creating an Action Plan for implementing selected improvements

▶ Implementing improvements

▶ Providing follow-up on progress of implementation

▶ Assessing implemented improvements

How Did We Do?

- Findings Fully Analyzed & Discussed   14
- Identified Improvements Based on Findings   10
- Presented Clear Action Plan for Implementing Improvements   11
- Reported Progress on Implementation of Past Improvements   7

Represents standard format annual assessment reports received for all academic programs. This equals 31 of the 39 reports received. The 8 reflective reports are not included in the numbers.

Common Pitfalls - Findings

- Not Fully Reported
- Reporting Errors
- Partially Analyzed
- Not Fully Discussed
- Discussion Not Related to Findings

Common Pitfalls – Identifying Improvements

▶ None Identified

▶ Relation to Findings Unclear

▶ Not Related to Findings

Common Pitfalls – Action Plans

- Actions not specific
- Actions don't appear to be related to findings
- Schedule is not clear
- Action plan not included

Common Pitfalls – Progress on Past Action Plans

▶ Not stating what was done

▶ Not providing rationale/plans for actions not completed

▶ No update provided

Other Areas

▶ Enrollment Management and Student Affairs assessment is inconsistent

▶ Finance & Administration using 6 Sigma

Enrollment Management & Student Affairs

- ▶ 2019-2020
  - ▶ Plans submitted   11
  - ▶ Reports received   6
- ▶ 2020-2021
  - ▶ Plans submitted   4

Finance & Administration

2020-2021 Quality Improvement Stories using 6 Sigma problem solving methodology

- ▶ 7 departments/areas working on QI Stories
- ▶ 2 departments/areas received a "pass" for this year

CWAC Action Planning

▶ Academic programs submit improvement action planning update April 2021

▶ "Closing the Loop" session for FDD Spring 2021

▶ Assessment check-ins and reminders

▶ Review of 2021 Annual Assessment Reports and follow-up Summer 2021

▶ Revision to Annual Assessment Report Template

CWAC Action Planning (cont.)

▶ Institutional Learning Goals mapping project April 2021

▶ Map out EMSA assessment expectations

Discussion

▶ Do our planning processes, resources, and structures allow for continuous assessment and improvement of programs and services?

▶ Do these processes allow for and encourage assessment results that can be used for planning and resource allocation discussions?

▶ How can we better document and communicate planning and improvement processes that allow for constituent participation, as well as incorporate the use of assessment results?

Program	Degree	Dept.	Minors	Assessment Reports Received							
				2020	2019	2018	2017	2016	2015	2014	2013
Anthropology	BA	ANT	Anthropology	Y	Y	Y	N/A	N/A	N/A	N/A	N/A
Applied Mathematics: Data Science and Cryptography (1st En = F18)	BS	MTH	Mathematics	Y	n/a	*First enrollment Fall 2018*					
Cell and Molecular Biology (1st En = F16)	BS	SCI	Biology	Y	Y	*First enrollment Fall 2016*					
Computer Science and Information Security	BS	MTH	Computer Science	Y	Y	Y	Y	Y	Y	Y	Y
Criminal Justice (Crime Control and Prevention)	BA	CRJ		N	Y	N	Y	Y	Y	Y	Y
Criminal Justice (Institutional Theory and Practice)	BS	LPS		Y	N	N	N	Y	Y	Y	Y
Criminal Justice Management	BS	PAD		Y	N	Y	Y	N	N	Y	Y
Criminology	BA	SOC	Criminology	Y	Y	Y	Y	Y	Y	Y	Y
Deviance, Crime and Culture (formerly Culture and Deviance Studies)	BA	ANT		Y	Y	Y	Y	Y	Y	Y	Y
Economics	BS	ECO	Economics	Y	N	N	N	N	Y	Y	Y
Emergency Services Administration (Replaced Fire & Emergency Services)	BS	SFEM		Y	N	N	N	n/a	n/a	n/a	n/a
English	BA	ENG	English	Y	N	N	N	Y	Y	Y	Y
Fire Science	BS	SFEM	Fire Science	Y	N	N	N	Y	N	N	Y
Forensic Psychology	BA	PSY	Psychology	Y	N	N	N	Y	Y	N	Y
Forensic Science	BS	SCI	Chemistry	Y	Y	N	Y	Y	Y	Y	Y
Fraud Examinination and Financial Forensics	BS	PAD		Y	Y	N	N	n/a	*First enrollemnt Fall 2015*		
Gender Studies	BA	SOC	Gender Studies	N	N	N	N	Y	Y	Y	Y
Global History	BA	HIS	History	Y	Y	Y	Y	Y	Y	Y	Y
Human Services and Community Justice	BS	CSL	Counseling	Y	*First enrollment Fall 2018*						
Humanities and Justice	BA	HIS	Humanities and Justice	Y	Y	N	N	Y	N	Y	SS
International Criminal Justice	BA	CRJ		Y	N	N	N	Y	Y	Y	N
Latin American and Latinx Studies	BA	LLS	Latin American and Latinx Studies	Y	N	N	Y	Y	N	Y	n/a
Law and Society	BA	POL		Y	N	N	N	Y	Y	Y	Y
Philosophy	BA	PHI	Philosophy	N	N	SS	N	Y	Y	N	N
Police Studies	BS	LPS	Police Studies	N	N	N	N	Y	Y	Y	Y
Political Science	BA	POL	Political Science	Y	N	N	Y	Y	Y	Y	Y
Public Administration	BS	PAD	Public Administration	Y	N	Y	Y	N	N	N	Y
Security Management	BS	SFEM	Security Management	Y	N	N	N	Y	Y	Y	Y
Sociology	BA	SOC	Sociology	Y	N	Y	Y	Y	Y	N	N
Spanish	BA	MLL	Spanish	Y	N	Y	Y	*First enrollment Fall 2016*			
Toxicology	BS	SCI		Y	Y	*First enrollment Fall 2017*					
31				**27**	**11**	**9**	**12**	**21**	**18**	**19**	**20**

Program	Degree	Dept.	Minors	Assessment Reports Received							
				2020	2019	2018	2017	2016	2015	2014	2013

Gray shaded = no report submitted for AY 2019-2020   12/9/2020

Graduate Programs - Assessment Statistics				Assessment Reports Received							
Program	Degree	Dept.	Advanced Certificates	2020	2019	2018	2017	2016	2015	2014	2013
Criminal Justice	MA	CJ		N	N	N	N	Y	Y	N	Y
			Crime Prevention & Analysis								
			Criminal Investigation								
			Race & Criminal Justice								
			Terrorism Studies								
Digital Forensics and Cybersecurity	MS	MTH		N	N	N	N	N	Y	N	N
			Applied Digital Forensic Science								
			Computer Science for Digital Forensics (CSIBridge)								
Economics	MA	ECO		N	N	N	N	N	N	N	N
Emergency Management	MS	SFEM		Y	N	N	N	N	N	N	N
Forensic Mental Heath Counseling	MA	PSY		N	N	N	N	Y	N	N	N
Forensic Psychology	MA	PYS		N	N	N	N	Y	N	N	Y
			Forensic Psychology								
			Victimology Studies								
Forensic Science	MS	SCI		Y	N	Y	N	N	N	Y	N
Human Rights	MA	IS		N	N	N	N	N	N	N	N
International Crime & Justice	MA	IS		N	N	N	N	N	N	N	N
			Transnational Organized Crime Studies								
Protection Management	MS	SFEM		Y	N	N	N	Y	Y	N	Y
Public Administation (Inspection & Oversight)	MPA	PAD		N	N	N	N	Y	Y	Y	Y
			Forensic Accounting								
			Healthcare Inspection & Oversight								
Public Administration (Public Policy & Administration)	MPA	PAD		N	N	N	N	Y	Y	Y	Y
Security Management	MS	SFEM		Y	N	N	N	Y	N	N	N
			Emergency Management Studies								
13				4	0	1	0	6	4	2	4	Totals

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Undergraduate Stand a-lone Minors - Assessment Statistics

Stand a-lone Minor	Dept.	Assessment Reports Received					
		2020	###	###	2017	2016	2015
Accounting	PAD	N	N	N	N	N	N
Addiction Studies	PSY	N	N	N	N	N	N
Africana Studies	AFR	Y	Y	Y	N	Y	Y
Art	ART	Y	Y	N	N	N	Y
Community Justice	AFR	Y	N	N	N	N	N
Corrections	LPS	N	N	N	N	N	N
Creative Writing	ENG	Y	N	N	N	N	N
Digital Media and Journalism	ENG	N	N	N	N	N	N
Dispute Resolution	SOC	N	N	N	N	N	N
Environmental Justice	ENG	N	N	N	N	N	N
Film Studies	ENG	N	N	N	N	N	N
History and Law	HIS	N	N	N	N	N	N
Homeland Security	SFEM	N	N	N	N	N	N
Human Rights Studies	AFR	N	N	N	N	N	N
Interdisciplinary Studies	ISP	N	Y	N	Y	Y	Y
Latinx Literature	ENG	Y	N	N	N	N	N
Law	LPS	N	N	N	N	N	N
Music	MUS	Y	Y	N	N	N	N
Social Entrepreneurship and Innovation	AFR	N	N	N	N	N	N
Speech and Media	CTA	Y	N	N	N	N	Y
Theatre Arts	CTA	N	N	N	N	N	N
Writing and Rhetoric	ENG	Y	N	N	N	N	N
Totals	**22**	**8**	**4**	**1**	**1**	**2**	**4**

2014	2013
N	N
N	N
Y	Y
N	Y
N	N
N	N
N	N
N	N
N	N
N	N
N	N
N	N
N	N
N	N
Y	Y
N	N
N	N
N	N
N	N
N	N
N	N
N	N
2	**3**

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Enrollment Management and Student Affairs Assessment Statistics		2020-2021	2019-2020	
		Plan	Plan	Report
Athletics		N	Y	Y
CSIL		Y	Y	Y
Community Outreach and Service Learning		N	Y	Y
Counseling Services Center		Y	Y	Y
Financial Aid		N	Y	N
Health Services		N	Y	Y
Housing		N	Y	Y
Immigrant Student Success Center		N	Y	N
Jay Express		N	Y	N
Military and Veterans Services		Y	N	N
Office of Student Transition Programs		Y	N	N
Registration		N	Y	N
Testing and Evaluation		N	Y	N
	13	4	11	6	Totals

*Combination of operational and student learning assessment is being used

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Finance & Administration Assessment Statistics		
Department/Area	**2020-2021**	
	QI Story	Report
Bursar	Y	
Business Office (Tax Levy)	Y	
Business Office (Non-tax Levy)	Y	
Campus Office Services/Mailroom	Y	
DoIT	Y	
Facilities	Pass	
Human Resources	Y	
Public Safety	Y	
Theater/Events Services	Pass	

*Using 6 Sigma Quality Improvement problem solving methology 12/9/2020

Steps for Using Assessment for Improvement

Program	Credential	Findings Fully Analyzed and Discussed	Identified Improvements Based on Discussion of Findings (how did students perform)	Created Clear Action Plan for Implementing Improvements	Provided Progress Report on Implementation of Past Improvements	Notes
Africana Studies	minor	No	No	No	No	
Anthropology	major	No	No	No	No	reflective report
Applied Mathematics	major	No	No	No	n/a	first report for new major so progress report on past improvement action plans is n/a
Art	minor	No	No	No	No	
Cell & Molecular Biology	major	Yes	Yes	Yes	n/a	first report for new major so progress report on past improvement action plans is n/a
Community Justice	minor	No	No	No	No	
Computer Science and Information Security	major	No	No	No	No	
Creative Writing	minor	Yes	Yes	Yes	Yes	
Criminal Justice (BS)	major	No	No	No	No	
Criminal Justice Management	major	No	No	Yes	No	
Criminology	major	Yes	No	No	No	
Deviance, Crime & Culture	major	No	No	No	No	reflective report
Digital Media & Journalism	minor	Yes	Yes	Yes	Yes	
Economics	major	No	No	No	No	
Emergency Management	master's	No	No	No	No	
English	major	Yes	Yes	Yes	Yes	
Fire Science	major	No	No	No	No	
Forensic Psychology	major	Yes	No	No	No	
Forensic Science	major	Yes	Yes	Yes	No	
Forensic Science	master's	Yes	Yes	No	Yes	
Fraud Examination & Financial Forensics	major	No	No	No	No	reflective report
Global History	major	No	No	No	No	reflective report
Human Services & Community Justice	major	Yes	No	No	No	
Humanities & Justice	major	Yes	No	No	No	
Human Services & Community Justice	major	No	No	No	No	
International Criminal Justice	major	No	No	No	No	reflective report
Latin American & Latinx Studies	major	No	No	No	No	reflective report
Latinx Literature	minor	Yes	Yes	Yes	Yes	
Law & Society	major	No	No	No	No	reflective report
Music	minor	No	No	No	No	
Political Science	major	No	No	No	No	reflective report
Public Administration	major	No	No	Yes	No	
Security Management	major	No	No	No	No	
SEEK	other	No	No	No	No	
Sociology	major	Yes	No	No	No	
Spanish	major	Yes	Yes	Yes	Yes	
Speech & Media	minor	No	No	No	No	

Toxicology	major	No	Yes	Yes	n/a	first report for new major so progress report on past improvement action plans is n/a
Writing & Rhetoric	minor	Yes	Yes	Yes	Yes	

Total Programs = 39	Yes = 14	Yes = 10	Yes = 11	Yes = 7	Reflective reports = 8
UG majors = 27	No = 25	No = 29	No = 28	No = 29	First report for new major = 3
UG Stand a-lone minors = 9				N/a = 3	
Masters = 2					
Other = 1					

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