

Thursday, July 13, 2017

Academic and Student Affairs Leadership Team

Meeting Minutes

The group extended a warm welcome to Amy Callahan, as Acting Assistant Dean of Liberal Arts.

Review E-Series Forms – Judy, Kim, Sharon

Opinions on the E-Series Forms

- The group discussed the structure of the Forms and eluded to the fact that they were not intuitive
- Department Chairs/Coordinators need training on how to use these forms
- Question came up about how the current set of forms were completed

AMCOA (Advancing a Massachusetts Culture of Assessment)

Kim Burns:

- Kim has been attending these meetings and has garnered information she feels will be helpful in the training and completion of the E-Series Forms
- The group was very interested in how the information she has can be used to inform how and what we do with the E-Series Forms
- Kim reported that Framingham State is using TK 20 to assist them in completing the E-Series Forms

Judy Zubrow:

- Shared her concern that the E-Series Forms will work only if an individual knows how to do curriculum development, and using NEASC standards assessment
- We will need to look at our curriculum and make sure that we are meeting NEASC standards
- Those completing the Forms will also need to understand and know how to do Outcomes Assessment

Questions about whether we can use Assessment Day this fall

- Kim thinks we can use this upcoming Assessment Day or a part of it to address the E-Series Forms and get some training of faculty in as well
- She also

- Someone offered up that Scott Joubert is skilled in the area of assessment and could possibly be a resource for other faculty

What do we want to do with Assessment Day?

- Should we have a large group session?
- Melba recommended: Community of Practice

Note: Framingham collects E-Series every year and have a faculty peer review and then faculty are given feedback

Amy Callahan:

- Commented that Chairs/coordinators will be critical role players because they can lead the faculty in many different ways
- Kim added the need to do continuous improvement and assessment

Judy Zubrow:

- Added that we should consider discussions at Department Chairs & Coordinators meeting for the Assessment/E-Series Forms
- They should also be discussed at Division & Department meetings

Dental Assistant & Elementary Education were used as examples of a solid E-Series Form

- It was noted how well done these two program E Series forms were and it was attributes to the fact that both programs had solid Program Outcomes
- Before completing the forms faculty will need to look at program outcomes, Learning Outcomes and Course Outcomes

Amy:

Would it be a good goal to have crisp program outcomes by the end of the year?

All agreed and agreed to check progress periodically

The curriculum maps is essential and can be very useful to the process. Without the map there is no meaning to the exercise

Work should begin before assessment day working up to Assessment Day

Sharon:

Read off the BOT reports for the year and stated that there are 3 additional slots that are vacant

Intersession-

- Sue Shain is working on Important Dates
- The issue of the winter intersessions courses being distinctly identified came up again- research is being done to address this issue
- The issue of courses that are prerequisites followed by the follow-up course in the regular spring semester was also discussed-specifically that students were not allowed to sign-up for a winter intersession course if it was a prerequisite for a course they would then take in the regular spring offering
- The Intersession team will look into how the session works regarding Prerequisites
-Maybe we need to look at adding 13 week courses to follow –up

Update on Renovations, Spurk Building, Dimitry and Riverwalk concerns**SPURK:**

- Tutoring need to do work orders with floor plans
- As of now faculty and staff is scheduled to move into Spurk during the 1st week of August?
-New faculty furniture in place
-Faculty boxes packed and the fence comes down next week

Dimitry:

- On schedule for reconstruction

Riverwalk:

- Need a receptionist
- Elevator is not safe and the building is not ADA compliant
- Cleaning issue, parking issue
- Discussed better signage for the building and parking lot

Concerns raised by the VP of Finance-

- Concerned 40% of classes do not have Book Orders
- No staffing listed on courses