

**CWAC Meeting Minutes**  
Wednesday, October 3, 2018

**Present**

Mike Unger, Gurvinder Khaneja, Sarah Bolton, Timothy Haase, Shaziela Ishak, Stacie Taranto.

**Not Attending:** Gilad Cohen, Caroline Brisson

**Approval of Meeting Minutes**

Meeting minutes from September 2018 were unanimously approved.

**Meeting Note:**

CWAC Meetings will have a standard meeting once a month from 12-1pm

**Unit Updates: Submitted Plans and Freestanding Minors**

*Shaz* - Received 9 out of 15 reports and is hoping to get the rest of them by next week. She expressed there were some problems with the tables but generally everyone was positive about the reports.

*Stacie* - Received 4 of the 8 reports. Stacy inquired if there needs to be an International Studies report done and Mike agreed there should be a report for International Studies. Mike also informs the group about minors who do not have declared students. They should also have a plan on file regardless if they do or do not have students registered.

*Tim* – Received 2 out of the 13 reports and expressed its coming along well.

**Plan Review** – There are some different approaches on how this is organized. Some groups meet and go through the plans together and others have a chair who does most of the work. If these plans are not revised then they are implementing a flawed assessment plan. The scheduled deadline for the plans is November 1<sup>st</sup>.

**Deans Council** – Where are we with the IRMA model of curriculum mapping? Are we moving toward this as a standard across the college? There is a suggestion to have joint meetings between CWAC and School Assessment Committees to discuss assessment. Mike is thinking about starting these meetings in the Spring and the committee is in agreement with this idea.

**Template Feedback** – Working well but maybe just have CWAC members do the copy and paste so the tables are consistent. This will be implemented in the Fall 2018.

**Workshop For Freestanding Minors** – Will be held on October 10<sup>th</sup> at 10am in the FRC. Mike will talk about what free standing minors are already doing and methods for smaller interdisciplinary programs. Some methods for Freestanding Minors are to focus on a smaller number of students and not on the structure of the class itself.

Have the students keep a modest sample of work over time and then evaluate it on the goals and outcomes. Assess the students going through the program and not on the course itself. Some options to use are: focus groups, entrance /exit conversations, essays, surveys and introductory courses in capstone.

Mike will have a follow up workshop in the spring and has sent e-mails, memos and planning materials to free standing minors. He invited the CWAC group to come and is also planning invite Rebecca and Stephanie to share information about their approach on assessment.

### **General Education**

- Assessment by objective and what goes where and how learning is comparable across categories.
- Different categories are supposed share one outcome.
- GECCo can rework the outcome and request to choose one to two things that are interpersonal.
- Mike and Sarah envision the top two lines of the Rubric being the same.
- Need clear definition of what things are and have them written somewhere.
- Common outcome has a common understanding with at least 1specified outcome.

**Final Items** - Gurvinder informs the group about Taylor Tapp leaving Ramapo and how they need to find someone to take over Taylor's position. November 7<sup>th</sup> Assessment Expert Clare Major is coming to the campus for 2 talks about Research Teaching Effectiveness and Assessment it will be H Auditorium from 11:15 to 12:45pm & 12:45 – 1:45pm.