

## CWAC Minutes September 5, 2018

- CWAC members will provide feedback on the attached assessment planning documents by Monday, Sept. 9/10. Pay particular attention to the Assessment Plan and Report Templates (pages 6-15). If something doesn't look clear to you, it may not be clear to groups. So, all comments welcome. My goal is to send planning materials to groups by 9/12. Even if that's not possible, please announce in Unit Council that planning materials will be ready soon.
- We set the assessment schedule for 2018-19 and please announce it at the first Unit Council. Plans are due Oct. 1, SACs should provide feedback by Oct. 15, and plans should be finalized by Nov. 1. Reports are due June 1, feedback by June 15, and reports should be finalized by June 30 (note: there's flexibility here. Plans and reports usually dribble in over time). Plans and reports should be sent to SAC chairs, Deans, Director of Assessment Michael Unger ([unger@ramapo.edu](mailto:unger@ramapo.edu)) and the Director of Institutional Research Gurvidner Khaneja ([gkhaneja@ramapo.edu](mailto:gkhaneja@ramapo.edu)).
- Closing out 2017-18. Some programs may need to revise 2017-18 reports due to an incomplete feedback cycle. SAC chairs will reach out to programs who have not revised reports in light of feedback or will develop feedback for programs as necessary.
- The Chair reminded CWAC members about two items: (1) programs should have developed goals in 2017-18 if they did not do so already and link these goals to their learning outcomes, (2) to update curriculum maps as necessary.
- The Chair updated the planning documents to reflect today's discussion. I've specified that groups can report actions implemented since the last assessment report (rather than the more open ended prompt), added this to the assessment plan example, and clarified that groups can assess outcomes for different goals.
- We are sticking with the assessment plan / report checklist (as updated to include reassessment) and not consider an online tracking tool at this time.
- Consider adopting an assessment plan / report template adapted from GECCo in the future (I'll send this separately after making some changes). Note: this has been adopted and the templates have been revised.

Present: Michael Unger, Christina Conner, Gilad Cohen, Tim Haase, Shaz Ishak, Gurvinder Khaneja, Taylor Tapp

Absent: Caroline Brisson, Stacie Taranto