



FORTNIGHT

Volume 7, Issue 1

Mid September 2011

A Communiqué focusing on topics related to Outcomes Assessment, Institutional Effectiveness, and Institutional Research produced jointly by the Office of the Associate Provost for Institutional Effectiveness and the Office of Institutional Research and Assessment (OIRA) at the College of Staten Island/The City University of New York

www.library.csi.cuny.edu/assessment

WHAT IS FORTNIGHT?

A **fortnight** is a unit of time equivalent to 14 days. The term derives from the Old English *feorwertyne niht*, meaning "fourteen nights." Inspired by the opportunities and challenges of Middle States Standard 14 and the desire to share information and best practices, **FORTNIGHT** is a communication vehicle, which is distributed online to the campus community.

THE ASSESSMENT MATRIX: DETAILING CAMPUS ACTIVITIES RELATED TO OUTCOMES ASSESSMENT

The Assessment Matrix is the public face of the College's assessment activities, and can be found on the website of the Associate Provost for Institutional Effectiveness at www.library.csi.cuny.edu/assessment/matrix.html. It is intended to reflect the current status of major aspects of the assessment process as they are recorded in the Office of Institutional Research and Assessment: program mission statements and goals, assessment schematics, curriculum maps, assessment plans and data collection dates, and the date of the last known self-study. Mission statements and program goals link from the Matrix to the actual text of the respective item; where possible, Mission statements link to the website of the program itself.

The Matrix therefore not only acts as a central repository of academic assessment information, giving a single at-a-glance snapshot of the known assessment status of each academic program at the College, it provides access to fundamental components of these programs' assessment processes. Actual assessment data and evaluation materials are not (and will not be) available through the Matrix.

The Assessment Matrix was last discussed in **FORTNIGHT** in Volume 6, Issue 2, in late February of this year. Since that writing, almost all the assessment schematics have been reviewed, revised and updated, and program goals have been linked where previously their existence had simply been noted. In addition, work has progressed with the departments and programs that hold external accreditation; alignments between these accrediting agencies and the requirements of the College are being discussed to determine the simplest ways of fulfilling both sets of criteria.

COUNTDOWN TO THE MIDDLE STATES SITE VISIT: SEVEN MONTHS

The site visit by the review team for the College's Middle States reaccreditation has been scheduled for April 1-4, 2012. Led by Dr. Carlos Vargas-Aburto, Provost at Kutztown University, the visit allows the review team members to investigate any questions that the self-study document raises, and assure themselves that the report is a fair and accurate representation of the College.

We wish to acknowledge the efforts of the department chairs over the summer who responded to calls for the submission of curricula vitae for their faculty, and syllabi from Spring 2011 courses. Beginning this semester, a syllabus for every course taught should be submitted to the email address syllabi@csi.cuny.edu. Syllabus and vita submissions are being added to the document repository that will be made available to the review team; work on this repository continues to progress as we develop side-by-side paper and electronic formats for all material.



CAMPUS UPDATES

The Division of Enrollment Management has formed an Assessment Committee of professional staff representatives from each of the division's constituent departments. Its members are Wandy Tse (Registrar), Thomas Brennan (Evening and Weekend), Shannon Cammarano (Financial Aid, Hub), Michelle Buonacore-Artz (Recruitment and Admissions), Dina Grant (Academic Advisement), Chrisanthi Anastopoulou (Academic Support), Charles Gomes (College Now), Carryll Lentol (Financial Aid), and Alan Hoffner (College Testing).

The Committee received its charge from Assistant Vice President for Enrollment Management Mary Beth Reilly, to coordinate and comprehensively document the assessment activities of the Division. In addition, the Division's assessment activities and reporting will be integrated into a formal plan that aligns the departmental assessments with divisional and institutional goals. The assessment plan will highlight both matters of institutional effectiveness and intended learning outcomes and will include a proposed calendar of related activities. The Committee has initiated preliminary discussions towards the goal of preparing its first annual report.

The Undergraduate Curriculum Committee has begun to see course proposals coming forward using the new assessment template that was approved by the Curriculum Committee, the General Education Committee, and the Graduate Studies Committee in Spring 2011. This template is available through the "General Information" section of the Curriculum Office website at www.csi.cuny.edu/academicsresearch/curriculumoffice/general.html.

An additional version of the template was requested by the General Education Committee and is in development; this version will demonstrate how objectives for a course can be written to serve the College's General Education goals as well as the goals of the program(s) that the degree course serves.

CLOSING THE LOOP: CAMPUS SECURITY RESPONDS TO ENVIRONMENT BY ADDING EARTHQUAKE INFORMATION

Campus improvements in an assessment cycle can occur for many different reasons: as a result of information or data collected in courses, based on changes in a discipline that require pedagogical modifications, as a follow-up to new policies from accrediting bodies, or due to changes in the environment ... literally. In response to the August 23 earthquake centered in Virginia that registered 5.9 on the Richter scale, Director of Campus Security Paul Murtha immediately focused on reviewing and updating the campus emergency protocols. Earthquakes are infrequent events in this part of the world and no material relating to them existed in the College's emergency documents. Director Murtha updated the campus documents, and the revisions are now public on the College website. Please see www.csi.cuny.edu/publicsafety/emergency_procedure_guide.html for the new information.

CUNY NEWS AND EVENTS

The CUNY Assessment Council is in the process of planning its workshops for this semester. These free workshops are open to all CUNY faculty and administrators; in past semesters they have covered topics including assessment in disciplines in the social sciences and the humanities, logic models, and general education assessment. The first event planned for Fall 2011 relates to the use of surveys in the assessment process, from the logistics of survey administration, to some basics of survey design and their use for outcomes assessment purposes, and the understanding and use of national satisfaction instruments. Dr. Sam Michalowski, Director of the Office of Institutional Research and Assessment, will represent CSI, presenting the logistics and implementation session.

FORTNIGHTLY NOTES

The seeds of *Madia sativa*, the Coast Tarweed, were harvested by Native Americans of the Pacific Coast for a period of a **fortnight** in late summer each year. The sticky seeds were beaten, winnowed, then ground and used to make a variety of the staple flour known as pinole. (Source: plant-materials.nrcs.usda.gov)

Everyone is invited and encouraged to submit items related to departmental assessment projects, College institutional effectiveness activities, committee announcements, and best practices by **September 28, 2011**, for consideration to appear in the next communiqué.

