BROOKLYN COLLEGE
AES UNIT WORKING SESSION:
DETAILED ASSESSMENT PLANNING DOCUMENT

OCTOBER 8, 2020

WELCOMING REMARKS & INTRODUCTIONS

Estefania Ponti

Assistant Director of Advising Assessment and

Student Success

WELCOMING REMARKS & INTRODUCTIONS

Lucas G. Rubin, AES Council Co-Chair

Assistant Dean for Academic Programs

Director, Latin Greek Institute

WELCOMING REMARKS & INTRODUCTIONS

Isana Leshchinskaya

Assessment and Accreditation Specialist,

Office of Educational Research and Assessment (ERA)

WHERE ARE WE IN THE PROCESS?

- **September 17th, 11 am – 1 pm:** Unit Mission Review and Alignment to the College Mission

- **September 24th 11 am – 12 pm:** Unit Mission Alignment to the Institutional Learning Outcomes (Student-Facing Units)

- **September 24th 12 pm – 1 pm:** Unit Values/Purpose Alignment to the College Mission (Non-Student-Facing Units)

- **October 1st 11 am – 1 pm:** Alignment of Unit Goals/Outcomes to the College Strategic Plan Objectives

- **October 8th 11 am – 1 pm:** Detailed AES Assessment Planning Document

- **November 5th, 11 am – 1 pm: Annual Assessment Report Training Session**

ASSESSMENT GOAL

All units have a completed Detailed Assessment Planning document by the end of the Fall 2020 semester in preparation for the start of unit assessment activities in Spring 2021
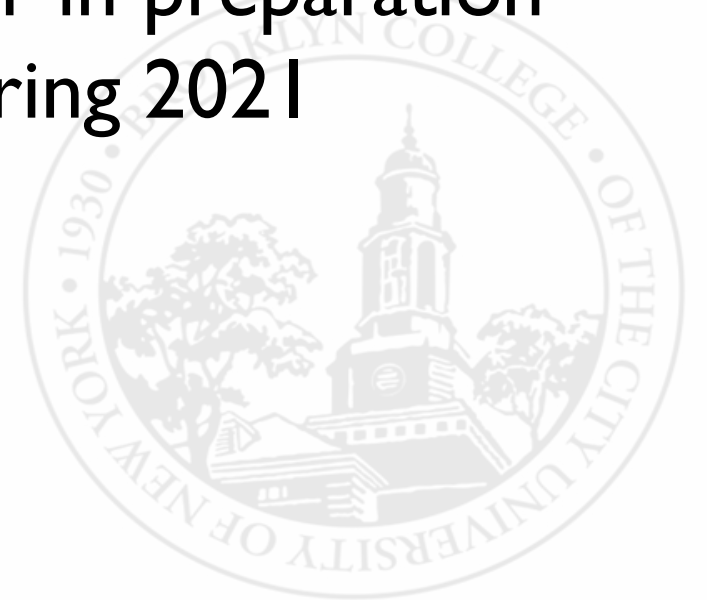
THE DETAILED ASSESSMENT PLANNING DOCUMENT

The **detailed assessment planning document** is a document that articulates the planned assessment activities for unit outcomes over a period of 1-3 years.

WHAT IS ITS PURPOSE?

- Provides an overview of the relevant aspects of your assessment plan
- Systematizes and organizes the process
- Ensures assessment take place in a systematic fashion
- Enables staff & administration to plan around their responsibilities, work calendar, and other important dates
- Satisfies MSCHE Standard V requirements and helps prepare staff & administration to begin assessment activities in the spring 2021 semester

MSCHE STANDARD V

An accredited institution possesses and demonstrates the following attributes or activities: …organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals; consideration and use of assessment results for the improvement of educational effectiveness…

THE ELEMENTS

The ***detailed planning document*** contains:

- Unit goals and outcomes
- Assessment method(s) and sources of data
- Coordinating / Responsible staff
- Relevant dates for evaluation, improvement planning, and re-evaluation of unit outcomes

TWO TEMPLATES

- Non-student-Facing AES units
- Student-Facing AES units
  - All student-facing AES units must have and assess *at least one* Student Learning Outcome (SLO)

STUDENT-FACING TEMPLATE

Unit: **INSERT UNIT NAME HERE**

Division: **INSERT DIVISION HERE**

Unit Mission: **INSERT UNIT MISSION HERE**

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Notes:
1. List the full statement of goals and outcomes - do not leave as Goal 1, Outcome #1
2. The number of goals and outcomes will vary per office

3. Student-facing units MUST have Student Learning Outcomes

NON-STUDENT-FACING TEMPLATE

Unit: INSERT UNIT NAME HERE

Division: INSERT DIVISION HERE

Unit Mission: INSERT UNIT MISSION HERE

Goal	Strategic Plan Objective	Outcome	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:								
		Outcome 1.2:								

Notes:

1. List the full statement of goals and outcomes - do not leave as Goal 1, Outcome #1

2. The number of goals and outcomes will vary per office/unit

A CLOSER LOOK AT THE DETAILED PLANNING DOCUMENT TEMPLATE (STUDENT-FACING VERSION)

AES Unit Detailed Planning Document, Student-Facing Units

Unit: INSERT UNIT NAME HERE

Division: INSERT DIVISION HERE

Unit Mission: INSERT UNIT MISSION HERE

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									
Goal 2:		Outcome 2.1:									
		Outcome 2.2:									
Goal 3:		Outcome 3.1:									
		Outcome 3.2:									
Goal 4:		Outcome 4.1:									
		Outcome 4.2:									

Notes:

1. List the full statement of goals and outcomes - do not leave as Goal 1, Outcome #1

2. The number of goals and outcomes will vary per office

3. Student-facing units MUST have Student Learning Outcomes
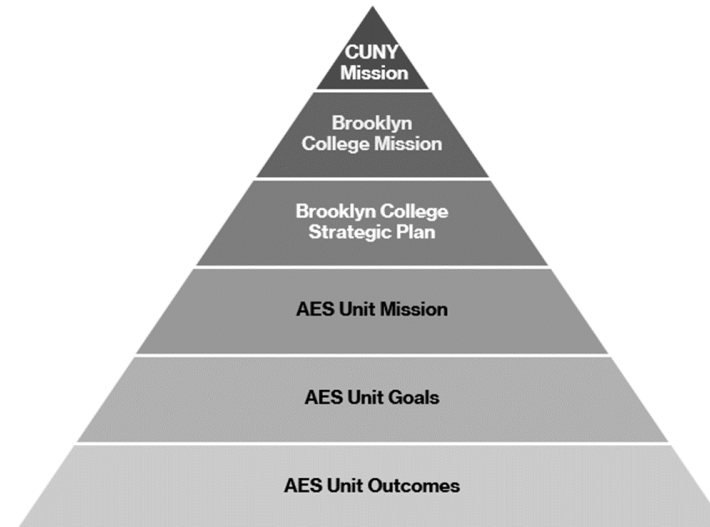
THE DETAILED PLANNING DOCUMENT IN DEPTH

Your unit's basic information: name, division, and mission

Unit: INSERT UNIT NAME HERE
Division: INSERT DIVISION HERE
Unit Mission: INSERT UNIT MISSION HERE

REMINDER: AES UNIT MISSION ALIGNMENT

Dimension	Does Not Meet Criteria	Approaching Criteria	Meets Criteria
Clear	Statement is ambiguous; purpose of the unit is unclear	Some sense of purpose of the unit is present, but may be too broad	Unit purpose is well developed and provides clarity
Concise	Statement is excessively wordy	May convey the intended purpose, but could be stated more succinctly	Statement conveys the intended purpose; no excessive wordiness
Specific to the unit	Statement is vague	Statement may indicate the characteristics of the unit, but lacks distinctiveness from other units or programs	Statement clearly indicates the attributes that separate it from other units or programs
Identifies the unit's constituencies	Statement does not address the group(s) that the unit serves or benefits from its services	Group(s) served is only partially indicated or unclear for which the unit serves or benefits from its services	Articulates the group(s) the unit serves or benefits from its services
Aligns with College Mission	Refer to the Unit's Mission Alignment Form		

REMINDER: **Unit missions should support and align with the College mission. By aligning your unit mission with the College's mission, you show how your unit supports the College mission.**

CUNY Mission

Brooklyn College Mission

Brooklyn College Strategic Plan

AES Unit Mission

AES Unit Goals

AES Unit Outcomes

For more information, see the "Unit Mission Review and Alignment Working Session" section at: www.brooklyn.cuny.edu/ie/aes-assessment

THE DETAILED PLANNING DOCUMENT IN DEPTH

Unit: **INSERT UNIT NAME HERE**
Division: **INSERT DIVISION HERE**
Unit Mission: **INSERT UNIT MISSION HERE**

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Goals: the unit's goals listed in full. Clear, meaningful statements of the unit's purpose or functions.

THE DETAILED PLANNING DOCUMENT IN DEPTH

Unit: INSERT UNIT NAME HERE

Division: INSERT DIVISION HERE

Unit Mission: INSERT UNIT MISSION HERE

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Strategic Plan Objective: the Numbered College Strategic Plan Objective to which a unit goal aligns. To which strategic plan objective(s) does your unit goal align?

REMINDER: AES UNIT GOALS AND OUTCOMES ALIGNMENT

Unit Goals and Outcomes Alignment to the Numbered 2018-2023 Strategic Plan 2.0

Unit: **Insert Unit Name Here**

Division: **Insert Division Here**

List the full goal and its alignment to the Numbered 2018-2023 Strategic Plan 2.0 (e.g., Unit Goal 1, aligned with Strategic Plan Objective). List the Strategic Plan Objective in full.

Unit Goals	Outcomes	SLO or Non-SLO	Strategic Plan Objective
Goal #1: List Unit Goal in full	Outcome 1.1: List outcome in full		
	Outcome 1.2:		
	Outcome 1.3:		
Goal #2:	Outcome 2.1:		
	Outcome 2.2:		
	Outcome 2.3:		
Goal #3:	Outcome 3.1:		
	Outcome 3.2:		
	Outcome 3.3:		

Unit Goals and Outcomes Alignment to the Numbered 2018-2023 Strategic Plan 2.0

Unit: **Insert Unit Name Here**

Division: **Insert Division Here**

List the full goal and its alignment to the Numbered 2018-2023 Strategic Plan 2.0 (e.g., Unit Goal 1, aligned with Strategic Plan Objective). List the Strategic Plan Objective in full.

Unit Goals	Outcomes	Strategic Plan Objective
Goal #1: List Unit Goal in full	Outcome 1.1: List outcome in full	
	Outcome 1.2:	
	Outcome 1.3:	
Goal #2:	Outcome 2.1:	
	Outcome 2.2:	
	Outcome 2.3:	
Goal #3:	Outcome 3.1:	
	Outcome 3.2:	
	Outcome 3.3:	

For more information, see the "Unit Goals/Outcomes Alignment to the College Strategic Plan Objectives Working Session" section at:
www.brooklyn.cuny.edu/ie/aes-assessment

BROOKLYN COLLEGE STRATEGIC PLAN

BROOKLYN COLLEGE

Strategic Plan
2018–2023

STRATEGIC PLAN 2.0
KEY PERFORMANCE INDICATORS

The Brooklyn College community developed the Strategic Plan 2018-2023 through an extraordinarily inclusive and transparent process. The Plan is not designed to sit on a shelf: it is a living document. Through internal and external evaluation, we learned that the Plan was too complex and that we needed to prioritize its strategic actions and develop its key performance indicators. In April 2019, we surveyed all campus stakeholders to prioritize its strategic actions. Based on these results, the CUNY Strategic Framework, and the CUNY PMP, we established a set of strategic action priorities and developed a set of key performance indicators and targets. Our Strategic Plan 2.0 includes the original goals and objectives, and now features streamlined actions and indicators that show how we will evaluate progress on the Plan. We will report out to the community on our progress at the end of every academic year. Through ongoing assessment and broad consultation, Brooklyn College will update the Plan annually, if needed, to ensure we achieve our goals.

GOAL 1: ENHANCE OUR ACADEMIC EXCELLENCE

Objective	Strategic Action Priorities	Key Performance Indicators and Targets
1.1 Improve undergraduate, master's and doctoral programs that distinguish our strengths in the liberal arts, science, business, creative arts, and education to support students for success locally and globally.	The provost, deans, chairs, departments, and Faculty Council will critically examine our undergraduate and graduate academic offerings through regular program reviews, external evaluations, and annual assessment plan and reports. The analysis will ensure that our curricula, majors, and programs reflect emerging knowledge and skills and deliver academic	1.1a All academic programs and departments will engage in detailed analyses to ensure academic excellence, alignment with the College's mission, integration of emerging knowledge, and value to our students. 1.2a Increase the percentage of underrepresented minority faculty hired from 20.8 to 30% (2016-2017

THE DETAILED PLANNING DOCUMENT IN DEPTH

Unit: INSERT UNIT NAME HERE

Division: INSERT DIVISION HERE

Unit Mission: INSERT UNIT MISSION HERE

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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Outcomes: the unit's outcomes listed in full. Measurable statements outlining how a unit goal will be achieved. They are specific to the unit and work in support of unit goals.

THE DETAILED PLANNING DOCUMENT IN DEPTH

| Unit: **INSERT UNIT NAME HERE** |
| Division: **INSERT DIVISION HERE** |
| Unit Mission: **INSERT UNIT MISSION HERE** |

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

SLO or Non SLO: indicate whether an outcome is a Student Learning Outcome (SLO) or not (Non-SLO). SLOs are behavioral statements that specify what students will learn or can do as a result of a learning program, process, or curriculum.

THE DETAILED PLANNING DOCUMENT IN DEPTH

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Unit Mission: INSERT UNIT MISSION HERE

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		Outcome 1.2:									

Assessment Methods: indicate the method or instrument used to assess progress toward meeting the outcome. What processes, activities, or instruments will be used? Surveys, exam results, questionnaires, website clicks, attendance counts, meeting of quotas are all examples.

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Source of Data: indicate the source of data used for assessment of outcomes. Where will you get the data necessary for your assessment? How will you be sampling it, if need be?

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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Timeframe for Data Collection: indicate the timeframe in which data will be collected. What's the general time frame for data collection? Will this be undertaken over a week? A month? The fall 2021 semester? The fall 2021 and spring 2022 semesters?

THE DETAILED PLANNING DOCUMENT IN DEPTH

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Division: **INSERT DIVISION HERE**
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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Coordinating Staff: indicate the key personnel who will manage the assessment process for this outcome by overseeing and coordinating data collection.

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Unit: **INSERT UNIT NAME HERE**
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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Timeframe for Evaluation of Assessment Results: indicate the timeframe during which the unit will meet to review, examine, synthesize, and discuss the assessment data and plan for use of results to make appropriate changes within the unit. Be mindful of your division's final due date, to allow for appropriate time to review and assess the data collected.

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| Unit Mission: INSERT UNIT MISSION HERE |

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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Timeline for Use of Results: indicate the timeframe during which the unit will implement changes (if any) based on assessment results. This timeframe may be one semester or multiple semesters, depending on the unit's assessment cycle (1-3 years, determined by the unit head and division head), and can include training of staff for change implementation, if needed.

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Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Unit: INSERT UNIT NAME HERE

Division: INSERT DIVISION HERE

Unit Mission: INSERT UNIT MISSION HERE

Re-Assess/Data Collection: indicate the timeframe during which the unit will re-assess the outcome. This is when you will collect data to re-assess this outcome.

THE DETAILED PLANNING DOCUMENT IN DEPTH

Unit: INSERT UNIT NAME HERE											
Division: INSERT DIVISION HERE											
Unit Mission: INSERT UNIT MISSION HERE											
Goal	**Strategic Plan Objective**	**Outcome**	**SLO or Non-SLO**	**Assessment Method(s)**	**Source of Data**	**Timeframe for Data Collection**	**Coordinating Staff**	**Timeframe for Evaluation of Assessment Results**	**Timeline for Use of Results (if applicable)**	**Re-Assess/Data Collection (semester)**	**Evaluate Effectiveness of Results-based Changes**
Goal 1:		Outcome 1.1:									
		Outcome 1.2:									

Evaluate Effectiveness of Results-based Changes: indicate the timeframe during which the unit will evaluate the success of results-based changes, by analyzing and comparing results from the two cycles of data collection.

SAMPLE PLANNING DOCUMENT: THE LEARNING CENTER

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1: Provide early intervention for all students registered for Math 1011, 1021, or 1026.	2.1	Outcome 1.1: Hold well-attended pre-semester workshops for students registered in Math courses 1011, 1021, and 1026.	Non-SLO	Tracking Workshop Attendance	All Workshops	Summer 2019	Geraldine Wichy	Fall 2019	Spring 2020 - Spring 2022	Summer 2022	Fall 2022
		Outcome 1.2: Improve mastery of key algebraic concepts via pre-semester workshops.	SLO	Pre- and post-workshop quizzes	All students who attend the workshops	Summer 2019	Richard Vento	Fall 2019	Spring 2020 - Spring 2022	Summer 2022	Fall 2022
Goal 2: Improve pass rates in Chemistry 1050 and Chemistry 1100.	2.1	Outcome 2.1: Increase final exam pass rates by 20% for faculty- and tutor-hosted final exam review session attendees	SLO	CHEM 1050 and 1100 exam results	Students who attend the review sessions	Fall 2020	Richard Vento	Spring 2021	Summer 2021 - Summer 2023	Fall 2023	Spring 2024
Goal 3: Optimize Supplemental Instruction Curriculum supporting students enrolled in various levels of Pre-Calculus and CISC 1115.	2.4	Outcome 3.1: Improve student satisfaction with supplemental pre-calculus review workshops during set days/times throughout the semester which differ from the traditional drop-in tutoring model	Non-SLO	Post-Workshop Satisfaction Survey	Pre-Calculus students who attend workshop	Spring 2022	Geraldine Wichy	Summer 2022	Fall 2022 - Fall 2024	Spring 2025	Summer 2025
		Outcome 3.2: Increase attendance at CISC "Booster" workshops	Non-SLO	Track number of invitation postcards sent; Track workshop attendance as percentage of those contacted	Students enrolled in CISC 1115	Spring 2021	Richard Vento	Summer 2021	Fall 2021 - Fall 2023	Spring 2024	Summer 2024

A CLOSER LOOK – SAMPLE PLANNING DOCUMENT

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/ Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
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		Outcome 1.2: Improve mastery of key algebraic concepts via pre-semester workshops.	SLO	Pre- and post-workshop quizzes	All students who attend the workshops	Summer 2019	Richard Vento	Fall 2019	Spring 2020 - Spring 2022	Summer 2022	Fall 2022

DUE DATE: DETAILED PLANNING DOCUMENT

Your unit's *detailed assessment planning document* is due to your AES Council Representative on **December 1, 2020**

QUESTIONS & ANSWERS

UPCOMING TRAININGS

November 5th, 11 am – 1 pm:

The Annual AES Assessment Report Training Session

AES ASSESSMENT RESOURCES

Assessment Resources

- ERA:

brooklyn.cuny.edu/IE/assessment

- AES:

brooklyn.cuny.edu/IE/aes-assessment

Faculty participating in an assessment workshop

HAVE ADDITIONAL QUESTIONS?
YOUR DIVISION'S AES COUNCIL REPRESENTATIVE:

Academic Affairs:

- Lucas G. Rubin, LRubin@Brooklyn.cuny.edu

- Richard Vento, RVento@Brooklyn.cuny.edu

Enrollment Management & Retention:

- Estefania Ponti, Estefania.Ponti@Brooklyn.cuny.edu

HAVE ADDITIONAL QUESTIONS?
YOUR DIVISION'S AES COUNCIL REPRESENTATIVE:

Finance & Administration:

- Marcus Richardson, MRichardson@Brooklyn.cuny.edu

Institutional Advancement:

- Bronwyn Cunningham, Bronwyn.Cunningham@Brooklyn.cuny.edu

Student Affairs:

- David Wells, DWells@Brooklyn.cuny.edu

FOR ADDITIONAL SUPPORT:

- Contact ERA at Isana.Leshchinskaya@Brooklyn.cuny.edu

Or

- Drop in via Zoom to Fall 2020 Assessment Office Hours

Tuesdays, 1-3 pm from September 22 – December 22

https://brooklyncollege.zoom.us/j/99547613462?pwd=am1UMXZ4WkhPaURQME81YTdsN1pzdz09

THANK YOU