

NCC Board of Trustees
Academic, Student Affairs & Enrollment Committee Meeting Minutes
September 12, 2017

The meeting of the Academic, Student Affairs & Enrollment Committee of the Board of Trustees was held on the eleventh floor of the Administrative Tower. The meeting was called to order by Chair Tuman at 6:00 p.m.

Committee Members Present: Donna Tuman Chair
Thérèse Russell
Kathy Weiss
Jorge Gardyn (ex-officio)

Trustees also in Attendance: John DeGrace
Linda Green

Also in Attendance: President Keen
VP Collins

Chair Tuman requested a motion to approve the minutes of June 27, 2017. Trustee Weiss moved the motion. Trustee Russell seconded the motion. Motion carried 3-0.

Dr. Collins gave an overall summary of the Middle States (MS) Monitoring Report. She praised Noreen Lowey, Chair of Administrative Business Technology, as editor of the document, and additionally gave special thanks to those on the Middle States Monitoring Report Committee for their untiring efforts, asking committee members in the audience to stand to be acknowledged. She explained that there is a plan in place to guide the College as we move forward in the years ahead. A follow-up Addendum covering the period from September 1 – 15 with information on Standards 4/5, the Arbitrator's report, the Academic Senate Bylaws, and an overview of governance/education forums will be sent to the Middle States Team by September 25, 2017.

At this time, the Team is scheduled to visit the College the first week of October. We are awaiting the MS Visiting Team's decision on the number of days they will be here: 1-½ days or 2-½ days. Once this decision has been made we will set up meetings.

The four components of the Monitoring Report are: Introduction, Section for each of the six Standards, Conclusion and Appendices. The Introduction provides background information for the reviewer, outlines our approaches to addressing requirements, informs the reader of our accomplishments in meeting the Standards, and provides administrative information regarding hyperlinks and compliance documents. The NCC community had two opportunities to respond to the Monitoring Report before its submittal on September 12, and the community will also have an opportunity to respond to the follow-up Addendum before by September 25.

Standard 2: NCC was cited in MSCHE November and April Reports for not having an Institutional Effectiveness Plan. The Institutional Planning Committee (IPC) developed this Plan that describes assessment initiatives for the first seven MSCHE Standards and to ensure that the College Plan is

linked to a Strategic Plan and to the mission and goals of the College. The IPC also created an Assessment Plan. All are now linked appropriately.

Standard 3: We have explained how we developed the 2018-2021 Strategic Plan and connected the Financial Plan to College Plans to determine resource requirements.

Standards 4/5: We have addressed the steps we have taken to engage the campus in governance discussion, administrative structures and services, information and decision making, and the administrative role of voting status in the Academic Senate.

Standard 7: Assessment is essential to Middle States, and the Institutional Effectiveness Plan (IEP) is a crucial component in addressing our compliance. Professor Pam Flores provided leadership for the development of the Institutional Effectiveness Plan this summer. The IEP outlines the many ways that we use assessment results to inform planning and resource allocation, and academic and service areas.

Standard 14: Student Learning Outcomes assessment benefited from the appointment of an Assessment Coordinator, Professor Beth Gaudino-Goering, and five Faculty Assessment Fellows, Allison Bressmer, Richard Cohen, Rosemary DeRiso, Robert Genter, Nicole Simon, who put in a tremendous amount of time working with all 30 departments and service areas to bring us up to date on assessment data in Taskstream, to make faculty more comfortable with what assessment is and how it works in their respective departments. We have an outstanding process for Program Level Assessment, and all of our programs are reviewed by outside evaluators every five years, which is part of the SUNY process. We described learning outcomes and rubrics, for our programs. General Education is an important focus within our goals and objectives, assessment and how the results will be used.

Analysis and Conclusions: The reviewer is provided with concluding statements for each of the Six Standards, explaining how we have moved the College towards compliance and how we will be able to sustain the progress. Assessment is now more understood and effective at NCC. The extensive Appendices number over 1500 pages. We are hopeful that the reviewers, when they examine the appendices, will find validation that it is a job well done.

Trustee Weiss stated how awestruck she is with the entire Monitoring Report, as well as with the Institutional Effectiveness and Assessment Plans. She made reference to her and Dr. Tuman two years ago questioning the College about its Strategic Plan, and so is pleased by this outcome that she describes as “incredible”. She praised the framework under Student Learning Outcomes and General Education, which lists goals and objectives, what is assessed, how it is assessed, the type of data, who is collecting it, what is the outcome, and how the results will be used. The organized format, culminating in General Learning Outcomes, has made her smile. She also emphasized how pleased she is that the committee had the forethought with the Assessment Plan to provide faculty with learning outcomes templates and then a rubric that could be translated into the classroom.

Dr. Tuman remarked that Dr. Collins did a phenomenal job. The work is rigorous and clear, and she can only imagine how many hours Dr. Collins spent behind the scenes to develop the Monitoring Plan to this extent. We should all be very proud of this accomplishment. She cannot conceive that

Middle States would turn down the College in any way because we went from “ground zero” of “discombobulation” to a product that is “pristine and formal” and achieves academic excellence. Dr. Collins should be proud of her team.

Dr. Gardyn added that the report is an accurate reflection of the quality of the faculty and administrative leadership at NCC. The commentary that has come back to him is that the quality of instruction has always been excellent and this Report is proof that there is nothing that our institution cannot accomplish when we work together.

Dr. Collins asked Professor Pat Lupino to stand to be recognized. Pat served as Co-Chair of the Institutional Planning Committee and provided leadership for the Monitoring Report.

Dr. Keen commented that the work that produced this report started with the committee during the Spring semester and continued through the summer. He is extremely impressed by the dedication of this committee and especially of Dr. Collins and Profs. Lowey and Lupino for the tremendous amount of hours they spent “on the front lines”.

Chair Tuman asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 6:25 p.m.

Respectively Submitted,



Valerie Collins

Interim Vice President/Academic Affairs