Executive Summary: FAD V

Faculty Assessment Day V: December 21, 2010

All full-time teaching faculty, the Provost, the Associate Provost, members of the Office of Student Life, the Dean of Admissions, and Director of Institutional Research gathered together for the fifth biannual Faculty Assessment Day. Departments submit minutes of the day’s activities and a short PowerPoint presentation highlighting key findings.

Naval Science:
- All Naval Science course objectives were reviewed by course instructors and course learning objectives are incorporated into the syllabi
  - Objectives are measured by tests, quizzes, papers and class participation
  - Appropriate student advisement procedures and processes are in place
  - Every NROTC student is counseled a minimum of 2 times per semester by Lieutenant class advisors.
    - Advising session covers academics, professional goals, physical fitness and overall progression through the program
    - Additional standards are required for all students not meeting the minimum standards
- Naval Service Training Command (NROTC’s Higher Headquarters) conducted an administrative Inspection in the Summer of 2009
- A Naval Science off-site was held in a conference room at Fordham’s Lincoln Center campus in Manhattan on December 03, 2010
  - Attendees included the entire department, less the department chair
  - Emphasis was on mission…and how we can improve our processes
  - Departmental strengths and weaknesses were identified
  - 17 action items identified to be completed by September 2011

Humanities
- American Civilization instructors (HISTORY 101 and HISTORY 102) have modified and improved the pre-and post assessment tests. These new tests were administered during this past semester.
- Humanities instructors will review course and program descriptions and update or amend these descriptions as needed.
- The Department has made significant updates to the Humanities pages of the SUNY Maritime website.
- Learning outcomes for all courses will be included in all Humanities Department syllabi in 2011
  - Learning Outcomes for majors are currently being evaluated.
- English 101 data (from Fall 2010) show that the “middling students” are not progressing as expected.

Action Items: The Humanities Department will:
Executive Summary: FAD V

- Re-institute the formal referral system (to a department-designated tutor) for underperforming English 101 students;
- Continue to collect data from spring semester freshman writing classes and will assess this data according to Humanities department standards;
- Assess (“before and after” tests), Humanities 201 and 202 students for their comprehension of culture, history and social context as relates to Western Literature.
- Evaluate the potential for substituting SAT English composition scores for department-designed assessment/placement test;
- Continue to assess Humanities majors based upon a survey similar to the one provided to Maritime Studies majors in the capstone course.
  - *This survey will be administered to seniors who are graduating with a Marine Business and Commerce major*

**GBAT:**

TMGT 6001 Orientation to Graduate Studies:
- Prepare students for graduate studies
- Introduces students to who we are, what we are, how we do things
- Co-requisite of core courses
- Anecdotal feedback: Lots of work for 1 credit.”; “I never knew how to reference sources…”; Need more formal data gathering and evaluation

**Multiple Section Courses:**
- Common text
- Common topics
- Common application of assessment objectives & measurements
- Potential for honors sections

Courses in review (separate assessment notes are/will be available for each course)
- TMGT 6001 Orientation to Graduate Studies (in process)
- GBUS 100 Introduction to Business and Economics (Ferritto, November 23, 2010)
- GBTT 251 Transportation Systems (in process)
- GBAC 311 Financial Accounting
- GBAC 427 Financial Management
- GBMG 341 Organizational Management
- GBMG 345 Fundamentals of Marketing (Walwyn, November 15, 2010)
- ITT assessment model (to be provided)

General Education: Macro/Micro exam measuring outcomes will be designed by Ric Pellicciaro to replace previous tool.

**Marine Transportation:**

Issues facing MT department:
- Elimination of USCG Question bank
- The SST 2010 Survey
- Create survey for Cadet Observer Participants, for both student and participating Company
Executive Summary: FAD V

- MT Faculty Taking Ships Security Course (VSO, CSO, FSO) as part of our continuing professional development
- Specific Logistical Staffing of Instructors for Sea Term

Marine Operations- Deck and Engine
- Assessment – ongoing collection of data
  - Will discuss and assess current and future data
- Work with engineering department towards completing STCW
- Where and how do we correct deficiencies when they arise within degree curriculum?
- Relying on other departments to make assessments
- Passing Engineering core courses complete assessment for the time being
- Harmonized objectives to create synergy between degree curricula matrix for the Deck and Engine Marine Operations Majors

Marine Operations – Engine License Objectives
Objective #1: Pass the US Coast Guard Third Assistant Engineer, Unlimited License.
Objective #2: Stand an underway watch and assume all the duties of a 3 A/E
  - 1st class cruise, MT Dept works intricately with Engine Dept for assessment
Objective #3: Understanding of the marine transportation business and its place in global commerce, focus on fleet management practice
  - Passed core engineering courses as an assessment tool (as a group)
Objective #4: Understanding of basic related industry practices
  - Marine Operations core courses as an assessment tool (as a group)
Objective #5: Leadership and organizational skills to assume positions of responsibility
  - Pass sea terms with good regimental standings

Marine Environmental Science:
- The MES faculty reviewed the MES assessment grid and added the individual elective courses (ES 410, ES 430, METE 402, METE 411, METE 422, OCEA 425) to the grid and moved OCEA 415/416 from a required course to an elective course and OCEA 402 from an elective course to a required course.
- Minor revisions were made to the MES Learning Outcome #1.
- MES faculty discussed the assessment discussion for the MES self-study and added a paragraph to the self-study based on the discussion.
- MES faculty agreed to work on a template for assessment of MES courses during the Spring 2011 semester. This will allow for a consistent collection of assessment data for each Learning Outcome, which should facilitate future assessment discussion and conclusions.

Professional Education & Training
Program Goals:
Prepare students to:
1. Perform the necessary tasks, duties and responsibilities for employment in the maritime industry,
2. Demonstrate learned professional and leadership skills with success, and
3. Obtain a limited USCG license (deck or engine)
Executive Summary: FAD V

Effectively deliver common licensing/STCW courses to both the Deck and Engine unlimited license programs

Learning Outcomes:

*Students will successfully complete a rigorous and structured program of education and training where they will:*

1. Achieve a designated level of competency through classroom instruction in subjects specified by the USCG for licensure and required STCW-based knowledge, understanding and proficiencies (KUP’s).
2. Demonstrate “hands-on” practical skills in associated course labs and internships.
3. Apply the knowledge and skills learned during summer sea terms aboard the training ship and/or as cadet observer aboard commercial vessels.

Discussed how our professional mariner courses relate to Middle States questions 4.13.2 and 4.13.3. It was agreed that PET’s certificate courses meet specific USCG, STCW and/or IMO goals objectives and expectations of student learning. These courses are designed, approved and administered in accordance with specific USCG standards.

Discussed the need for adding the measurements and learning outcomes we had developed into each courses syllabus. Completed for the following courses: PS 111, PS 112, PS 410, PS 411; MTDO 524, MTDO 525, MTEO 211, MTEO 521, MTEO 522, MTEO 523, PE 100, PE 101, PS 103, PE 200, PE 411.

Medical Care Provider (PE-411) course concerns and refinement

Establish Lab Fees for supplies on cruise (booklets and masks).

Red Cross CPR and First Aid cards.

Course Binders and Lab Equipment to go aboard vessel during Pre-Cruise week.

**Library:**

The main topic of discussion was Middle State charges for learning outcomes for the Library instruction program, section 5.11.6 & 5.11.7.

For element 5.11.6, the Librarians discussed the various collaborative efforts currently taking place between the Library and other academic departments as they relate to information literacy. However, it was agreed that there needs to be more collaboration with the faculty, particularly to develop a process to follow up with faculty to assess how well students synthesize information sources to write research papers. The action plan is to develop and implement an assessment process in spring 2011 that requires close collaboration with some faculty who routinely schedules library instruction sessions. A few target courses are ENGL 101 and ENGL 103.

For element 5.11.7, the Librarians concur that current processes for pre-test, post-test and learning outcomes data are adequate and should continue as usual.

Data was presented on the results of assessments of the information literacy learning outcome at both the undergraduate and graduate level.
Executive Summary: FAD V

**Engineering Department:**
- Wrote new *Vision Statements* for each of the five B. Engr. Programs
- Data collected for assessments for the (a)s through (k)s for approximately 15 courses
- Discussion of the effectiveness of Engineering’s assessment system

**Issues:**
- Scale: We are assessing too much without much focus!
- Thinking: too much focus on data, too little on analysis and closing the loop?
- Feedback: missing the interactions with colleagues in other departments!

**Office of Recruitment and Admissions:**

**Mission Statement:**
- To meet the enrollment goals set of the College while continuing to grow the academic caliber of our Students. Recruit students who will be successful at Maritime and go onto be proud successful alums of this institution.

**Vision Statement:** “students come first”
- Provide our prospective students with the best possible customer service. By focusing on each student and their families as individuals, rather than numbers, we can use the full resources of the college to attract the best academically qualified students to Maritime.
- Continue to develop the staff and become one of the best functioning admission office in the industry and having fun while we do it. Use best practices in the industry to ensure we stay forward thinking and have a long range plan to maintain our enrollment success

**Objectives:**
- Find the “right students”, who will be successful at Maritime
- Cap the regiment at 1150
- Enroll 555 new Undergraduates for the year 2010-2011
- Enroll 200 new graduate students for the year 2010-2011
- Increase the percentage of female students
- Increase the quality of incoming students
- Increase diversity
- Break into new geographic markets
- Grow our international student base

**Office of Student Life**

Student Life strives to foster growth and development in support of the mission of Maritime College by:

- Providing intellectual and social opportunities for students to develop into global citizens.
- Partnering with the Maritime College community [Students, Faculty, Staff, and the Regiment] to create an inclusive living-learning environment.
- Modeling a professional environment guided by competence, compassion, and civility.
- Opening access to resources both in the Maritime and larger communities, through programs, services, and personal engagement.
- Preparing students for leadership, teamwork and community service.
Executive Summary: FAD V

Reported on SAIL: Students Achieving in Leadership
Each of the 4 years has a theme: Discovery, Development, Responsibility, and Competency and each year has a challenge, land, sea, service, and facilitators.

Lead 101’ purpose and objectives, including having students complete an Academic/Personal Success Plan and to increase the persistence rates of first-year students by creating an environment where open dialogue and familiarity is encouraged, were presented.

Science department
Faculty not directly engaged in the MES program, broke into disciplines.
- Assessed learning objectives in Math 101 and Math 111.
- Examined the results of a post placement test given in Math 80 & 90.
- Assessed learning objectives in Chem 121
- Assessed learning objectives in Physics 102, 211, & 211.

Respectfully submitted,

Linda Sturges, Chair of Faculty Assessment Committee
February 1, 2011