

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Academic Senate**  
**Committee on Assessment and Institutional Effectiveness**

DATE: May, 2011

FROM: The Committee on Assessment and Institutional Effectiveness, Philip Pecorino, Chairperson, 2010-2011

TO: Academic Senate, Steering Committee Chairperson, Dr. Emily Tai

SUBJECT: Annual Report, 2010-2011

The Committee was created in late Spring of 2010. In its first year the committee established its basic method of proceeding to fulfill its charge and a schedule for the Senate's reception of assessments of all areas of the College and of their review by Senate Committees and the Committee on Assessment and Institutional Effectiveness.

Here is the Committee Charge:

- a. Receive and review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
  - 1. The receipt of assessment reports from each department/unit of the college;
  - 2. Courses/college units assessed from each department;
  - 3. Summary of Assessment data gathered from assessments;
  - 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

This report will be organized on the order of its charge.

**a. Receive and review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;**

The Committee has determined that it is the Academic Senate Committee on Curriculum that shall request from the Office of Academic Affairs its assessment of how well the Degree Program Review Process is operating and, within it, the program of Course Assessment conducted by Academic Departments. The Committee itself is not only not going to request to examine such degree program and course assessment reports but sees no need to examine them at the level of this Committee. The Committee takes its charge to conduct meta-assessment. The Committee on Curriculum should ascertain to what degree the Office of Academic Affairs has been receiving and reviewing summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college and send those reports on to this Committee on Assessment and Institutional Effectiveness. The Committee on Curriculum has been so advised by this Committee.

**b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college;**

The Committee has established a schedule (minimum five year cycle) whereby all areas of the college will be assessed and those assessments received by various committees of the Academic Senate as well as by the Committee on Assessment and Institutional Effectiveness. The Committee has sent out memos requesting assessments from many offices of the College and sent memos to various Senate Committees requesting that they themselves request assessments from areas of the College related to their areas. Here is that schedule:

| <b>What is assessed</b>   | <b>Request sent to:</b> | <b>Senate Committee making the request</b>              |
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| <ul style="list-style-type: none"> <li>• Human Resources and Labor Relations</li> </ul> | Dean of HR and LR       | Committee on Assessment and Institutional Effectiveness |

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| <ul style="list-style-type: none"> <li>• President’s Cabinet</li> </ul>   | Office of the President   | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Academic Initiatives</li> <li>• Academy operations - OAA</li> <li>• Coordinated Undergraduate Education (CUE)</li> <li>• Adjunct Services</li> <li>• ASAP</li> <li>• Basic Skills Learning Center</li> <li>• Campus Writing Center</li> <li>• CETL</li> <li>• College Discovery</li> <li>• College Now</li> <li>• CSTEP</li> <li>• Institutional Research</li> <li>• Mathematics Learning Center</li> <li>• Registrar</li> <li>• Student Learning Center</li> <li>• Tech-Prep</li> </ul> | Office of Academic Affairs  | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Academic Senate</li> </ul>   | Senate Steering Committee   | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• College Advisory Planning Committee</li> <li>• Strategic Planning Process</li> <li>• Office of Academic Advisement and Institutional Effectiveness</li> </ul>  | Office of Accreditation, Assessment and Institutional Effectiveness | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Accounting &amp; Related Entities</li> <li>• Accounts Payable</li> <li>• Budget Office</li> <li>• Financial Services</li> <li>• Financial Services &amp; Related Entities</li> <li>• Payroll</li> <li>• Personnel</li> <li>• Purchasing</li> </ul>   | Office of Budget and Finance and Administration                     | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Annual Giving/Major Gifts</li> <li>• Sponsored Programs</li> </ul>   | Office of Institutional Advancement                                 | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Academic Advisement</li> </ul>   | Office of Student Affairs   | Committee on Assessment and Institutional Effectiveness |
| <ul style="list-style-type: none"> <li>• Career Services</li> <li>• Counseling Services</li> <li>• Four-year College Transfer</li> <li>• Health Services</li> <li>• International Students</li> <li>• Judicial Affairs</li> <li>• New Student Enrollment Planning</li> </ul>  | Office of Student Affairs   | Committee on Student Activities                         |

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Services for Students with Disabilities</li> <li>• Student Activities</li> <li>• Student Services: Assessment of student experiences—clubs and otherwise—available from year-end reporting</li> <li>• Testing</li> </ul>  |   |  |
| Vendor Services  | Office of Budget and Finance and Administration | Committee on Vendor Services                                   |
| Publications   | Office of Institutional Advancement             | Committee on Publications                                      |
| <ul style="list-style-type: none"> <li>• Art Gallery</li> <li>• Holocaust Resource Center</li> </ul>   | Office of Institutional Advancement             | Committee on CULTURAL RESOURCES and ARCHIVES                   |
| <ul style="list-style-type: none"> <li>• eLearning Program</li> <li>• Academic Computing Center</li> </ul>   | Office of Academic Affairs                      | Committee on eLearning   |
| <ul style="list-style-type: none"> <li>• Administrative Services</li> <li>• Print shop</li> <li>• Mailroom</li> <li>• Transportation</li> <li>• Buildings &amp; Grounds</li> <li>• Campus Facilities</li> <li>• Central Receiving</li> <li>• Environmental Health &amp; Safety</li> <li>• Safety &amp; Security</li> </ul> | Office of Budget and Finance and Administration | Committee on Environment Quality of Life and Disability Issues |
| Affirmative Action, Pluralism, and Diversity Compliance  | Office of the President                         | Committee on Environment Quality of Life and Disability Issues |
| Marketing and Communications   | Office of Institutional Advancement             | Committee on Environment Quality of Life and Disability Issues |
| Library  | Office of Academic Affairs                      | Committee on Library   |
| <ul style="list-style-type: none"> <li>• Assessment of the Academic Program Review process from the Office of Academic Affairs</li> <li>• Report on all department course assessment from the Assessment Office</li> </ul>   | Office of Academic Affairs                      | Committee on Curriculum  |
| WI Initiative and Program  | Office of Academic Affairs                      | Committee on WID WAC   |
| Admissions & Recruitment   | Office of Student Affairs                       | Committee on Admissions  |

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| Continuing Education and Workforce Development | Office of Academic Affairs                      | Committee on Continuing Education |
| Information Technology                         | Office of Budget and Finance and Administration | Committee on Computer Resources   |

**c. Make annual reports of progress in assessment of data collection, including:**

- 1. The receipt of assessment reports from each department/unit of the college;**
- 2. Courses/college units assessed from each department;**
- 3. Summary of Assessment data gathered from assessments;**
- 4. Any departmental conclusions drawn and/or actions taken as a result.**

The Committee notes that the Office of Accreditation, Assessment and Institutional Effectiveness has been receiving assessment reports (annual reports) from many areas of the college and has been placing them on the college website. The committee has seen the website. It has been receiving the Degree Program Reviews for all degree programs and they include the assessments of courses.

**d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.**

In the first year of operation, the Committee developed a plan for the reception of assessment reports by the Committee itself and through the committees of the Academic Senate. In its next year of operation, the Committee can move towards examining the reports themselves and the assessment processes. In its first year the Committee did detect areas of the College that were not scheduled to be assessed and responded by making requests of various units and offices for assessments of those areas. When the Committee reviews the responses to the requests of the Committees and the assessment reports, it will be better informed to carry out its analysis and make recommendation to the units of the College and to the Senate if needed.

**Recommendations:**

The Academic Senate Committee structure should be examined and altered so that the committees that exist will have their areas of charge covering all areas of the college. They would then be able to receive the relevant assessment reports on a regular cycle and offer their responses and the accumulation of such efforts would serve as the preparation of reports for the accreditation process by the Middle States Association. The coverage would insure a process of review of assessments that is comprehensive while insuring that shared governance operates with a structure that is comprehensive.

In particular, the Committee recommends that the Special Budget Advisory Committee be made a Standing Committee so that it, rather than this committee, would request and receive reports from many areas of the college under the Office of Finance and Administration and the Office of the Budget that are now being requested by this committee itself.

**Acknowledgments:**

The Committee acknowledges Dean Arthur Corradetti for his support.

| <b><u>COMMITTEE MEMBERS 2010-2011</u></b>  | <b><u>COMMITTEE MEMBERS 2011-2012:</u></b>   |
|--|--|
| Tirandai Hemraj-Benny<br>Dimitrios Kokkinos<br>Georgia McGill<br>Devin McKay<br>Philip Pecorino, Chairperson 2010-2011<br>Mary Ann Rosa<br>Regina Sullivan, Secretary 2010-2011<br>Students:<br>Stephanie Gaviria (student)<br>Shamin Gooding (student)<br>Designees:<br>William Marsh - Steering Committee Designee<br>Arthur Corradetti - President's Designee | Salvitti-McGill, Georgia<br>Beck, Sheila<br>Burke, Patricia<br>Sullivan, Regina<br>Hemraj-Benny, Tirandai<br>McLaughlin, Susan<br>Rochford, Regina |