

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on October 26th, 2012, at 3:15 pm
in room A-504

Present: Dean Arthur Corradetti (President's Designee), Glenn Burdi (Periodic Review Committee) Ian Beckford, Shele Bannon (Chairperson), Tirandai Hemraj-Benny (Secretary), Sheila Beck (Faculty), Dimitrios Kokkinos (Faculty), Barbara Lynch (Faculty), Danny Mangra (Faculty), Susan McLaughlin (Faculty), Regina Sullivan (Faculty), Jun H. Shin (COC Liaison)
Excused: Patricia Burke, (Faculty)

1. Introduction of Prof. Glenn Burdi to the Committee. Prof. Burdi is a member of the Periodic Review Committee and will attend Senate Assessment Committee's meetings.
2. Minutes of October 3rd 2012, approved.
3. The Committee Charge was revisited.
 - A description of the charge was distributed to all committee members.
 - As a matter of practice, which has evolved since its conception, the committee has undertaken the task of assessing the department year-end reports and of making recommendations in its annual report. Thus, the committee will serve to strengthen the Periodic Review Committee's recommendations to each individual department.
 - In part c of the charges description, the word "receipt" should be removed and be replaced with "review".
4. Year-End Reports (YER):
 - After the previous meeting, each member was assigned a non-teaching and a teaching department to evaluate. In addition, Dr. Beckford distributed a rubric, which was used in assessing each report.
 - It was determined that the complete YER of each department was not posted on the college's website. Dr. Corradetti will address this problem with Information Technology.
 - Dr. Corradetti will also distribute the complete .pdf of YER of each department (Teaching and Non-Teaching) to the committee for review.
 - The committee should find a complete list of all course assessment completed with their findings and action plan in each YER of each Teaching Department.
 - Dr. Beckford has evaluated the YER of all departments for the past two years and will share his findings with the committee.
5. Rubric to evaluate YER:
 - Suggestions were made to modify the rubric which was used to assess the YER. Specifically, the columns labeled 'Staff Development Activities Department and Individual', 'Curricular Changes to the Program,' and 'Departmental Participation in Program Review' should be removed, since the committee is not necessarily charged with evaluating these areas.
 - In addition, assigning a point grade to each department will be removed.

- Dr. Beckford will distribute a modified rubric to the committee.
6. Review of teaching reports:
- It was noted that not all departments use the general assessment template which was designed by faculty members. It was suggested that a revision of this template be made. The committee can make recommendations that all departments follow this template.
 - There are 16 academic departments. It was agreed that the review of the reports will be cycled where each department will be evaluated alternating semesters by the committee.
 - Dr. Corradetti will determine if there are any completed course assessments which are not posted on the website and will share this information with the committee.
 - Dr. Corradetti suggested the rubric used by the committee to evaluate the course assessment reports should evaluate the assessment of the General Education Objectives, Curricular Objectives and Course assessment findings and action plan.
7. Assessment Workshop:
Dr. Beckford in collaboration CETL will run an Assessment Workshop for faculty on Wednesday, October 31st from 1-3PM. The workshop will be a repeat/ reinforcement of the workshop that ran during the spring 2012.
8. Dr. Beckford will send a survey monkey's link to the committee members to determine their preference of future assessment seminars/workshops.
9. Dr. Corradetti proposed a modified process of course assessment for the college: each year, a subset of department faculty would be assigned to collect artifacts for assessment of general education objectives; at the end of the academic year, committees of faculty would meet to score the artifacts according to rubrics developed by faculty for the general education objectives (faculty would be compensated for this work); in the fall, aggregate data organized by course would be distributed to the appropriate department(s) for discussion and the development of an action plan, which would be posted as "course assessment" on the Web site; the action plans would also be included in the department year-end reports; each year, the subset of department faculty would rotate among all faculty members in that department to ensure that all faculty participate at some point; the faculty committees that score the rubrics would rotate membership to ensure that a larger and larger cohort of interdisciplinary faculty participate. This proposal is one that Dr. Corradetti would like the Senate Assessment Committee to consider this year and, if there is consensus, to propose to the Senate for formal approval at the end of the academic year."
10. Next Meeting:
The next meeting is scheduled for Friday, 11/30/2012 at 3:15 pm.

Meeting adjourned at approximately 5:00pm

Respectfully submitted,
Tirandai Hemraj-Benny