

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on October 3rd, 2012, at 10:00 am in room A-504

Present: Dean Arthur Corradetti, President's Designee, Regina Sullivan, Chairperson, Patricia Burke, Secretary, Dimitrios Kokkinos (Faculty), Tirandai Hemraj-Benny, (Faculty), Shele Bannon (Faculty). Sheila Beck (Faculty), Susan McLaughlin (Faculty), Danny Mangra (Faculty), Barbara Lynch (Faculty).

Excused: Jun H. Shin (COC Liaison)

1. Committee members introduced
2. Minutes of September 19th, 2012, approved.
3. Shele Bannon was unanimously elected Chairperson for the 2012-2013 term.
4. Tirandai Hemraj-Benny was unanimously elected Secretary for the 2012-2013 term.
5. Dr. Beckford had sent out a sample rubric and a link to a survey requesting input to develop a consistent, objective approach for assessing the Year End Reports (YER). At the next meeting committee members will review the revised rubric with Dr. Beckford. It was suggested that each committee member brings a sample YER to pilot the sample rubric.
6. Review of teaching reports:
 - Each committee member will be assigned both a teaching and a non-teaching YER to evaluate.
 - Dr. Sullivan will send the instructions for accessing the YER to Dr. Bannon for distribution to the committee members.
 - Assessment tool should evaluate the YER objectives, goals and follow-up from the previous YER.
7. Periodic Review Committee:
 - Dr. Corradetti is co-chair of this committee with Glenn Burdi. The committee will work closely with the Senate Assessment Committee to provide the periodic review (2 year process), due to Middle States, June 1st, 2014. This committee will meet with the department chairs, HEOs, Senate and review assessment data. The report should demonstrate that assessment is comprehensive, integrated and sustained throughout the college.
 - Dr. Corradetti will liaise between the two committees. The Senate Assessment Committee will provide recommendations regarding the minimal standards for the YER. Action plans should be developed from data obtained in the program report.

8. 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.
9. Next Meeting:
The next meeting will is scheduled for Friday, 10/26 at 3:15 pm.

Meeting adjourned at approximately 11 am.

Respectfully submitted,

Patricia M. Burke