

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on December 15<sup>th</sup>, 2011, at 4:15 pm in room A-504

**Present:** Dean Arthur Corradetti, President's Designee, Regina Sullivan, Chairperson, Patricia Burke, Secretary, Sheila Beck (Faculty), Shele Bannon (Faculty), Tirandai Hemraj-Benny, (Faculty)

**Excused:** Regina Rochford (Faculty), Oluwadamisi Atanda (Student Representative), Susan McLaughlin (Faculty), Dimitrios Kokkinos (Faculty)

1. Minutes of November 17<sup>h</sup>, 2011, approved.
2. Review of Assessment Reports:
  - a) **Non-Teaching Department:** Advisement Assessment Year-End Report (YER) 2010-11, report format was organized into systematic areas of assessment: Core Activity, Key Performance Indicator (KPI), Target Outcome, Plan for achieving target outcomes. Some of the recommendations were:
    - a. Ensure that the Recommended Action Plan reflects the KPI
    - b. Modify the KPI if needed to provide clarity to the reader.
    - c. Point of Service Surveys: Include surveys to illustrate data.
3. Spring Faculty Workshops:
  - Three separate interactive workshops, lasting approximately 2 hours, will consist of a presentation followed by a discussion, as follows:
    - “Are Your Students Really Learning, and How Do You Know?” – the Big Picture and an overview with tool kit
    - “How to Assess True Understanding”
    - Program Review
  - Dr. Sullivan will contact Meg Tarafdar, CETL, regarding dates for the three spring workshops
  - Presentations would include the minimum level of program/course assessment, data analysis. Examples from various departments to be shared
4. January Meeting:
  - Dr. Sullivan will contact committee members via email.

Meeting adjourned at approximately 5:25 pm.

Respectfully Submitted,

Patricia M. Burke