

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE

COMMITTEE ON ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

TO: Academic Senate Steering Committee

FROM: Shele Bannon, Chair, Committee on Assessment and Institutional Effectiveness

SUBJECT: Annual Report – Committee on Assessment and Institutional Effectiveness, 2013/2014

DATE: May 15, 2014

Committee members: Shele Bannon, Chairperson; Susan McLaughlin, Secretary; Dean Arthur Corradetti, Dr. Ian Beckford; James Bentley; Sheila Beck; Maurizio Santoro; Kerri-Ann Smith; Barbara Lynch, Marie Damas

Committee meetings

The committee met on the following dates during the 2013-2014 academic year:

October 7, 2013

November 6, 2013

December 4, 2013

February 5, 2014

March 4, 2014

April 7, 2014

May 12, 2014

Summary of Committee Work

The work of the committee for the 2013-2014 academic year was focused on its charge from the Academic Senate as follows:

1. Reviewed charge of the committee
2. Discussed the new website and how to locate the:
 - Teaching Department Year End Reports
 - Non-Teaching Department Year End Reports
3. Discuss the rubrics used for these annual reports.
4. Summarize findings by individual teaching and non-teaching departments based on assessment objectives,
5. Summarize all teaching and non-teaching findings in one report,
6. Make recommendations concerning assessment procedures and initiatives to the Academic Senate,
7. Posted to governance website, agenda, minutes, and annual report of committee
8. Discuss Assessment Institute Workshops and the fostering of a climate of assessment throughout the college.
10. Discuss and submit revisions to the course assessment form to Dr. Corradetti and Dr. Beckford.

TEACHING DEPARTMENT YEAR END REPORTS

The members of the committee received and reviewed 13 teaching department year end reports for 2012-2013. Of the 13 department reviewed we found 59 course assessments. The following table and graph reflects the results of our reviews linked to the four objectives:

- 1) General Education Objectives are identified and linked to course or department goals.
- 2) The curricular objectives comprehensively describe the essential competencies at the course level.
- 3) Assessment data are clearly described and linked to the curricular and general education objectives.
- 4) The action plan clearly outlines how the assessment findings will promote continuous improvement.

<u>Assessment Objective</u>	<u>Needs Improvement</u>	<u>Adequate</u>	<u>Exemplary</u>	<u>N/A</u>
Gen Ed Objectives Identified	8%	42%	50%	
Curricular Objectives Describe Essential Competencies	17%	25%	50%	8%
Assessment Data linked to Objectives	17%	42%	42%	
Action plan outlines improvements to be made	25%	17%	58%	

SUMMARY OF TEACHING DEPARTMENT YEAR END REPORTS

NON-TEACHING DEPARTMENT YEAR END REPORTS

The committee members reviewed 15 non-teaching department year end reports available on the college assessment webpage. The following table reflects the results of our reviews linked to the four objectives:

- 1) Goals from prior year are identified and linked to outcomes.
- 2) Outcomes of assessment data are clearly described and linked to action plan.
- 3) New action plan clearly outlines how outcomes will promote continuous improvement.
- 4) Goals for next year are identified and linked to action plan.

	<u>Needs Improvement</u>	<u>Adequate</u>	<u>Exemplary</u>
Goals from prior year linked to outcome	21%	21%	57%
Assessment data linked to action plan	29%	29%	43%

Action plan links outcomes to improvements	7%	50%	43%
Goals for next year linked to action plan	36%	29%	36%

COMPARISON OF 2013 TO 2014 Non-teaching reports reflected:

- 232% increase in Needs improvement,
- 93% increase in Adequate
- 41% decrease in exemplary.

RECOMMENDATIONS FOR NON-TEACHING REPORTS;

- Document clearly the link goals from prior year to outcomes for current year.
- Document how the assessment data is linked to the action plan. (provide supporting data)
- Indicate clearly the link between outcomes to improvements made.
- Draw a conclusion that ties your action plan to your goals for the next year.

FOSTER A CLIMATE OF ASSESSMENT

The committee is thankful for our member, Sheila Beck, who created the idea of an Assessment Institute for faculty. This institute was further developed by Dean Arthur Corradetti and Dr. Ian Beckford. In 2013-2014 the 2 institutes were held with 35 faculty participating.

PRIOR YEAR RECOMMENDATIONS

- 1) For purposes of institutional assessment and compliance with Middle States we recommend teaching department year end reports clearly identify the following:
 - a. General Education Objectives are identified and linked to course or department goals.
ACTION: Improvement from 25% as exemplary in 2013 to 50% as exemplary in 2014.
 - b. The curricular objectives comprehensively describe the essential competencies at the course level.
ACTION: Improvement from 25% as exemplary in 2013 to 50% as exemplary in 2014
 - c. Assessment data are clearly described and linked to the curricular and general education objectives.
ACTION: Improvement from 50% as Needs Improvement in 2013 to 17% in 2014.
 - d. The action plan clearly outlines how the assessment findings will promote continuous improvement.
ACTION: Improvement from 25% as exemplary in 2013 to 58% as exemplary in 2014.
- 2) Continue Assessment Institute for faculty to be part of the assessment culture on campus.
ACTION: Additional two Assessment Institute Seminars with 35 additional faculty.
- 3) Representative from the Senate Committee on Assessment participates in discussion with Assessment Institute faculty in an effort to explain the whole assessment process.
ACTION: Committee member were not part of the institute.
- 4) In a joint effort with Dr. Beckford, CETL, and our committee – continue to offer workshops on assessment to the general faculty.
ACTION: Committee did not participate in workshops.

5) The Senate Committee on Assessment will work closely with the Periodic Review Committee, co-chaired by Dean Corradetti and Professor Burdi. The Periodic Review Committee provides the periodic review due to Middle States on June 1, 2014.

ACTION: Senate committee met with faculty representatives and provided Fall 2013 results of our review.

CURRENT YEAR RECOMMENDATIONS

- 1) Simplify the course assessment form. (See attached revised course assessment form submitted to Dr. Corradetti and Dr. Beckford)
- 2) Continue Assessment Institutes.
- 3) Continue reviews of teaching and non-teaching annual reports and tie in previous year action plan to current year data.
- 4) Each department should establish a systematic approach to course assessment. We recommend that each department assign a assessment coordinator to ensure course assessment are completed within the designated time.
- 5) Develop and promote faculty workshops on program review.

Current Committee Members

One of the committee members remain in place for the Fall 2014 semester nine new members will be joining the committee for a meeting on May 12, 2014

Maurizio Santoro was elected Chair and Linda Meltzer was elected Secretary for 2014-2015 on May 12, 2014.

Acknowledgements

The committee is extremely grateful to Dean Arthur Corradetti for support, valuable suggestions and the kind use of his office for meetings. The committee also thanks Dr. Beckford for his expertise and valuable time. Dr. Beckford planned a beneficial workshop and in the process met and communicated with the committee on numerous occasions. Shele Bannon gratefully acknowledges the outstanding hard work and dedication of every member of the committee. Susan McLaughlin was an exceptional secretary, and I am very grateful. I would also like to give a special thank you to Sheila Beck for her valuable suggestion of the Assessment Institute.

Respectfully submitted,
Shele Bannon
2013-2014 Chair