

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON ACADEMIC DEVELOPMENT

TO: Devin Feldman McKay, Secretary, Academic Senate Steering Committee

FROM: Joan Petersen, Chair, Committee on Academic Development/Elective Academic Programs

SUBJECT: Annual Report for Committee on Academic Development/Elective Academic Programs for 2008/2009

DATE: July 9, 2009

Committee Members (2008-2009): Joan Petersen (Chair), Mary Ann Rosa (Secretary), Matthew Trachman, Tian Ren, and Eileen White
Steering Committee Designee: Alicia Sinclair
President's Designee: Dean Karen Steele

The Committee on Academic Development/Elective Academic Programs met twice in the 2008-2009 year (once each in the spring and fall semesters) and corresponded many times via e-mail. In preparation for the first meeting, Dr. Petersen met with Dr. Emily Tai (Chairperson, Academic Senate Steering Committee) to discuss possible committee activities for the upcoming year. At our first committee meeting (October 15th 2008), we discussed some problems with the most recent student evaluation of faculty teaching form being used for traditional classes. The space for additional student comments had been omitted on the forms that were used in the spring 2008 semester. Dean Karen Steele ensured that the additional comments line was added back to the form currently in use. Also, committee members agreed that larger envelopes are needed to accommodate the recent evaluation forms, which are substantially larger than the ones used previously.

At the October 15th meeting, the Academic Development committee also agreed to focus on developing a new student evaluation of faculty form for asynchronous courses. It was decided that this form should be an adaptation of the one currently being used for traditional courses rather than an entirely new form.

The chair of the Academic Development Committee (Dr. Joan Petersen) met with the chair of the Distance Education committee (Dr. Edward Volchok) in November 2008, and together they developed an evaluation form that included both questions found on the evaluation forms currently used in traditional classes as well as original questions that address some unique aspects of distance education courses. This revised form was distributed to all members of the

Academic Development and Distance Education committees via e-mail, and additional changes were made based on their suggestions. All members of both committees accepted the final revision, which was approved by the Academic Senate on February 10, 2009.

On April 29th, 2009, the committee held their last meeting of the academic year. Members of both the 2008-2009 committee and the 2009-2010 committee were in attendance. Mary Ann Rosa and Eileen White are continuing their service on the Academic Development committee, and Dean Karen Steele will continue as the President's designee. Joan Petersen, Tian Ren, Alicia Sinclair, and Matthew Trachman will be leaving the committee, and the new members for the upcoming year are Urszula Golebiewska, Melanie Sehman, and Reuvain Zahavy.

At the April 29th meeting, Mary Ann Rosa was elected chair and Melanie Sehman as recording secretary for 2009-2010. The committee discussed possible activities for the 2009-2010 academic year. All members agreed that the next step for the Academic Development Committee should be to follow up on the effectiveness of the student evaluation of faculty forms that are currently being used for traditional classes. It was suggested that in the fall of 2009, the Academic Development committee ask for feedback from department Chairs about their satisfaction with the new evaluation form. Also, Dean Steele suggested that the Academic Development committee communicate with the steering committee in regard to other activities the committee should be involved in.