

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**ACADEMIC SENATE**

**COMMITTEE ON ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS**

**TO:** Emily Tai, Academic Senate Steering Committee  
**FROM:** Regina Sullivan, Chair, Committee on Assessment and Institutional Effectiveness  
**SUBJECT:** **Annual Report – Committee on Assessment and Institutional Effectiveness, 2011/2012**  
**DATE:** **August 27, 2012**

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Committee members: Regina Sullivan, Chairperson; Patricia Burke, Secretary; Dean Arthur Corradetti, President's Designee; Dimitrios Kokkinos; Sheila Beck; Tirandai Hemraj-Benny; Regina Rochford; Shele Bannon; Susan McLaughlin; Oluwadamisi Atanda, Student Representative

Committee meetings

The committee met on the following dates during the 2011-2012 academic year:

October 6, 2011 at 4pm  
November 17, 2011 at 4pm  
December 15, 2011 at 4:15pm  
March 30, 2012 at 9:00am  
May 16, 2012 at 10am

In addition a faculty workshop led by Ian Beckford was held on March 14, 2012, at 1pm.

Summary of Committee Work

The work of the committee for the 2011-2012 academic year was focused on the following main points: 1) to review college assessment reports, 2) to offer suggestions to teaching and non-teaching departments that would facilitate the assessment process, 3) to plan and hold workshops in cooperation with the Center for Excellence in Teaching and Learning and Dr. Ian Beckford, Learning Outcomes Assessment Manager, and 4) to foster a climate of assessment throughout the college.

The members of the committee reviewed every assessment report available on the college assessment webpage. The strongest reports were specific in the types of assessment that were used. Those reports clearly indicated assessment results and action taken based on those results. Essentially, the assessment “loop was closed.” Departments with notable assessment reports

include Foreign Languages and Literatures and Chemistry. The committee reported that the use of surveys in the assessment process may be limiting, offering little in usable data (i.e., quantitative data). If surveys are used, other assessment tools like rubrics should be included to maximize the outcome of the assessment process.

The committee met with Dr. Beckford prior to the well-attended workshop to offer topics. An important suggestion was to provide faculty and others performing assessment an assessment tool kit. The tool kit would include details of various assessment mechanisms. Dr. Beckford incorporated this suggestion into the March 14<sup>th</sup> workshop; future workshops will expand on this idea.

### Committee Suggestions

The committee suggested a standardization of the assessment process to the extent that this is possible. For example, the non-teaching departments use a standard form for their reports that could be adopted for the teaching departments as well. Accessibility of reports posted on the college assessment webpage could also be improved.

To ensure that a climate of assessment continues at the college, the committee will plan additional workshops in cooperation with CETL and Dr. Beckford.

Our student member requested that the course evaluation process become more effective. He suggested an online evaluation process that would provide students with useful information about the courses. This suggestion was then forwarded to the CAPC for consideration, and the idea has been incorporated into a long-range strategic objective, exploratory in nature, for the college.

### Current Committee Members

The committee members remain in place for the Fall 2012 semester.

### New Chairperson and Secretary

The current chair, Regina Sullivan, will call a meeting prior to September 23, 2012, so that a new chair and secretary can be elected.

### 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 with and communicated with the committee on numerous occasions.

Regina Sullivan gratefully acknowledges the outstanding hard work and dedication of the every member of the committee. Patricia Burke was an exceptional secretary, and I am very grateful.

Respectfully submitted,

Regina Sullivan  
2011-2012 Chair