

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

ACADEMIC SENATE

COMMITTEE ON ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

TO: Academic Senate Steering Committee

FROM: Co-Chairs Dr. Linda Meltzer and Dr. Mark Schiebe, and the Committee on Assessment and Institutional Effectiveness

SUBJECT: Annual Report – Committee on Assessment and Institutional Effectiveness 2017/2018

DATE: June 5, 2018

COMMITTEE MEMBERS

Faculty Representatives (Name, Department)

1. Linda Meltzer, Business, Committee Co-Chairperson
2. Mark Schiebe, English, Committee Co-Chairperson
3. Franca Ferrari-Bridgers, Speech Communication & Theatre Arts
4. Urszula Golebiewska, Biological Sciences & Geology
5. Andrea Salis, HPED
6. Whan Ki Lee, Mathematics & Computer Science
7. Barbara Rome, Nursing
8. Bjorn Berkhout, Music
9. Maurizio Santoro, Foreign Languages & Literatures

Liaisons

1. Arthur Corradetti, President's Liaison
2. Ian Beckford, Ex-Officio

COMMITTEE MEETINGS

The Committee met on the following dates during AY 2017-2018:

1. October 11, 2017
2. November 1, 2017
3. December 6, 2017
4. February 14, 2018
5. March 14, 2018
6. April 25, 2018
7. May 16, 2018

SUMMARY OF COMMITTEE WORK

The Committee for AY2017-2018 fulfilled its charge from the Academic Senate as follows:

1. The Committee submitted proposed changes to its official charge in the Academic Senate bylaws, including the rationale for changes, to the Steering Committee of the Academic Senate. Revised charges were officially approved at the April 2018 meeting of the Steering Committee and have been updated on the Senate Committee's webpage (see Appendix A).

2. Following last year's recommendation of Dr. Emily Tai, co-Chair of the Steering Committee, and led by co-chair Dr. Linda Meltzer, the Committee developed a handbook that would guide the work of future and present Committee members. The handbook features thirteen sections, and covers such topics as: new member preparation, committee charges and composition, procedures, communications with other committees, and advice on recommendations and policy proposals to the Academic Senate. The handbook, entitled "A Guide For Committee on Assessment and Institutional Effectiveness Members," will be posted on the Committee webpage. (For "Title page" and "Table of Contents" see Appendix B).

3. Guided by Dean Arthur Corradetti, who provided an overview of the different levels of assessment processes in operation at the school, and with the upcoming Middle States Review in mind, the committee recommended a complete revision of the Strategic Planning, Assessment, and Institutional Effectiveness webpage. After careful review of the webpage, committee members, led by Dr. Bjorn Berkhout, stressed the need to eliminate redundant hyperlinks and to create a more clearly hierarchical architecture. The committee asked Dean Corradetti to draft a wireframe sketch of this revision.

4. The new webpage drafted by Dean Corradetti was retitled "Institutional Effectiveness: Strategic Planning and Assessment." It replaced the older site architecture with three main areas: Planning and Assessment (with sub-headings including Strategic Planning and Department Reports), Assessment of Student Learning (with sub-headings including Gen Ed, Program, and Course), and Accreditation (with sub-headings including Middle States Self Study, ABET, and ACEN). Over the course of several months, the committee reviewed the draft of the revised website, suggesting a few changes, such as that the section entitled "Key Documents" be clearly delineated from "Assessment of Student Learning."

5. The committee also worked closely with QCC webmaster David Moretti, who was present at several meetings, consulting him on the logistics of the new webpage construction. Moretti provided valuable suggestions regarding user-friendly design, hyperlinks, and ADA compliance. The webpage has been completely revamped and the committee will continue its work in this area next year, aiming to revise the text of individual sub-heading links, as needed.

6. After spending the last several years evaluating the quality of the assessment component of teaching and non-teaching department year-end reports, the committee turned its attention to evaluating the assessment of Program Review. Individual members of the committee reviewed and evaluated the reports on several Program Reviews recently completed at the college. After a discussion, committee members agreed that clearly demonstrating the assessment "process" should be the point of emphasis in these reports. This process was most opaque when there were no clear links between the Action Plan set forth in the reports (composed as a response to the recommendations of the program reviewers) and the Action Plan listed in the individual department annual reports. Committee member Dr. Barbara Rome

drafted a recommendation to revise the template of the annual reports to make it easier to see these links.

7. In response to the committee's recommendation regarding Program Review assessment, Dean Corradetti revised the rubric for the assessment of Program Review. It now includes the following: "Action plan items based on findings reported in program review," "Timeline for completion," and "Status or progress of action plan item."

8. The committee sent Dean Corradetti the rubrics it had developed over the past two years, used to review and evaluate the assessment component of the departmental year-end reports. Both teaching and non-teaching rubrics were sent. The committee asked Dean Corradetti to share the rubrics with department chairs, in the hopes of improving the reports.

9. The committee posted to the governance webpage: agendas, minutes, committee handbook, and its annual report.

RECOMMENDATIONS

1. All current and future Committee members attend the college's Assessment Institute.
2. Continue revision of revamped "Institutional Effectiveness: Strategic Planning and Assessment" webpage.
3. Stay informed on and participate in the Middle States self-study by meeting with Middle States Working Group 5: Educational Effectiveness, and/or other relevant groups.
4. Continue to monitor the quality of the assessment component of year-end teaching and non-teaching reports, measuring the degree to which sending out the rubrics to department heads in advance of report-writing helps this process.
5. Monitor any improvements in the assessment of Program Review in the year-end reports, based on the revised rubric now in place.

CHANGING COMMITTEE MEMBERSHIP

The Committee welcomed substantial contributions from three new members this year: Bjorn Berkhout, Whan Ki Lee, and Barbara Rome, who all will continue their service next year. Linda Meltzer, Andrea Salis, and Maurizio Santoro, veterans of the committee, will continue their service as well. They will be joined by Raul Armendariz (Physics), Amos Orlofsky (Biological Sciences and Geology), and Mi-Seon Kim (Library). The Committee thanked the outgoing members, Franca Ferrari-Bridgers, Mark Schiebe, and Urszula Golebiewska, for their contributions and service. Because quorum was not met during the committee's final meeting of the year, it was decided that the vote for next year's chair will be held at its first meeting in the Fall 2018 semester. It was agreed that Dr. Berkhout will set the agenda for the meeting.

ACKNOWLEDGEMENTS

The Committee thanks Dr. Beckford for his regular attendance and contributions to our meetings, and his valuable advice on assessment issues at the college. We also wish to thank the college webmaster

Dave Moretti, who has been so generous with his time and expertise in helping to create the new “Institutional Effectiveness: Strategic Planning and Assessment” webpage. The committee looks forward to working closely with him on this ongoing project next year. Dean Corradetti has always had a central role in helping advise the committee; this year, however, he went above and beyond this, designing an elegant and detailed wireframe for the webpage, and always listening responsively to the input of the committee on this project. Co-Chairs Meltzer and Schiebe gratefully acknowledge the work and dedication of every member of the Committee. The Committee expresses its gratitude to Linda Meltzer for her work helping lead this group as Co-Chair for the past three years, and for the outstanding job she has done in putting together the committee handbook. We are pleased she will remain on the committee next year. Finally, on behalf of the Committee of Assessment and Institutional Effectiveness, co-Chair Linda Meltzer would like to acknowledge co-Chair Mark Schiebe, for taking the lead on organizing and documenting meetings, and for his role in coordinating the ongoing webpage project.

Respectfully submitted,

Linda Meltzer

Mark Schiebe

2017-2018 Co-Chairs Academic Senate Committee on Assessment and Institutional Effectiveness

Appendix A:

The Committee on Assessment and Institutional Effectiveness would like to change its Bylaws Charges, as per Article VII, Section 11.

(Charges officially approved during the April 2018 meeting of the Academic Senate).

FROM:

- a. Receive and Review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and Review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The receipt of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

TO:

- a. Review and evaluate summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Review and evaluate documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The review of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review and evaluate assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Rationale:

The Committee no longer needs to request to receive assessment reports since they are posted on the College website. Allowing for the review and evaluation of the department assessment reports enables the Committee to provide constructive feedback to departments to demonstrate that their assessment reports are complete and are following up on the action plan based on their findings.

Appendix B: Title page and Table of Contents for Committee Guidebook

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

**COMMITTEE ON ASSESSMENT AND
INSTITUTIONAL EFFECTIVENESS**

A STANDING COMMITTEE OF THE ACADEMIC SENATE

**A GUIDE FOR
COMMITTEE ON
ASSESSMENT AND
INSTITUTIONAL
EFFECTIVENESS
MEMBERS**

Prepared by:
Committee on Assessment and Institutional Effectiveness
LBM Spring 2018

Table of Contents

- 1. INTRODUCTION**
- 2. COMMITTEE COMPOSITION**
- 3. GENERAL OPERATION**
- 4. COMMUNICATIONS WITH COLLEGE COMMITTEES RELATED TO THE STANDING COMMITTEE**
- 5. NEW MEMBER PREPARATION**
- 6. COMMITTEE CHAIR PREPARATION**
- 7. ORDINARY MATTERS**
- 8. MEETINGS OF COMMITTEES, SUBCOMMITTEES, AND SPECIAL COMMITTEES**
- 9. PROCEDURES**
- 10. RECOMMENDATIONS AND POLICY PROPOSALS TO THE ACADEMIC SENATE**
- 11. CHAIRPERSON'S PRESENTATIONS TO THE ACADEMIC SENATE**
- 12. CONCERNS AND CAUTIONS**
- 13. FINAL REMARKS**

ATTACHMENT 1-ACADEMIC SENATE BYLAWS RELATING TO THE COMMITTEE ON ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

ATTACHMENT 2-WELCOME LETTER TO STUDENT MEMBERS

ATTACHMENT 3-WELCOME LETTER TO ELECTED MEMBERS

ATTACHMENT 4-END-OF-TERM THANK YOU LETTER TO PARTICIPATING MEMBERS

ATTACHMENT 5-SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

ATTACHMENT 6-MAILING LIST FOR COMMITTEE MATERIALS

ATTACHMENT 7-WITHDRAWAL LETTER TO STUDENTS

ATTACHMENT 8-SAMPLE POLICY STATEMENT