

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on November 6, 2013, at 4:00 pm in room A-504.

Present: Dean Arthur Corradetti (President's Designee), Shele Bannon (Chairperson), Ian Beckford, Jim Bentley (Faculty), Susan McLaughlin (Secretary), Maurizio Santoro (Faculty)

Excused: Sheila Beck (Faculty), Linsey Benjamin (Student), Chantale Damas (Faculty), Barbara Lynch (Faculty), Naboth Jaboin (Student)

1. Minutes of October 7, 2013, approved.
2. Dean Corradetti confirmed that the most recent year-end reports have been posted on the website. Committee members will present their reviews of their assigned course assessments at the next meeting of the Assessment committee (Dec. 4th, 2013). It was suggested that the reports on the current year's assessments be compared to those of last year to determine if the course assessments have improved. It was also suggested that this information could be included in the Assessment Committee's next year-end report.
3. PRR Steering committee members Andrea Salis and Linda Reesman attended the meeting to request information on the assessment process. Shele Bannon described the activities of the Assessment committee and provided them with the rubric that committee members use to assess Teaching and Non-Teaching Departments. The main accomplishments of the committee have been: (1) the development of rubrics to assess the Teaching and Non-Teaching annual reports (2) the establishment of an Assessment Institute, (3) presentation of assessment workshops and (4) fostering the spread of an assessment culture across the campus. In addition, the PRR will be provided with a copy of the Assessment Committee's year-end report to the Senate, and a summary of this year's reviews of Teaching and Non-Teaching Departments. In response to a question of what specific things in assessment that have improved since the assessment committee was begun: most teaching departments now include both General Education and Curricular objectives in their department assessments; in addition, it appears that department assessments have improved compared with previous years.
4. An analysis by Ian Beckford of the course assessments from last year indicated that all of the General Education objectives are being met.

5. Dean Corradetti suggested revising the form for department assessments to include a description of the previous year's action plan and the current status of that action plan. In addition, this information should be tied to the current year's department assessment. It was suggested that in their reviews of Teaching Departments on Dec. 4th, that committee members should make special note of departments that already have done this. It was also recommended that the committee's rubric be modified to take note of departments that include a follow-up on the previous year's action plans.

6. Assessment Institute. It was noted that as of the fall of 2014, 50 faculty have completed the assessment institute, and by the spring of 2014, 75 faculty will have gone through the institute. Surveys are given to all attendees upon their completion of the institute to determine what further information/help they could use with assessment.

7. Assessment Workshops. Based on a survey of the latest attendees of the Assessment Institute, it was suggested that an assessment workshop be offered covering assessment outcomes and instruments.

8. Next meeting: December 4, 4 pm.

Meeting was adjourned at 5:00 pm.

Respectfully submitted,
Susan McLaughlin