

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on February 4<sup>th</sup>, 2013, at 4:00pm in room A-504

**Present:** Dean Arthur Corradetti (President's Designee), Ian Beckford, Glenn Burdi, Shele Bannon (Chairperson), Tirandai Hemraj-Benny (Secretary), Sheila Beck (Faculty), Dimitrios Kokkinos (Faculty), Danny Mangra (Faculty), Susan McLaughlin (Faculty), Barbara Rome (Faculty)

**Excused:** Jun H. Shin (COC Liaison), Regina Sullivan (Faculty), Barbara Lynch (Faculty)

1. Minutes of November 30<sup>th</sup> 2012, approved.
2. Barbara Rome is now serving on the committee. Patricia Burke is no longer serving on the committee.
3. Chairperson, Shele Bannon, distributed two summary reports of the evaluation of Teaching and Non-teaching departments' Year-End-Reports (YER) by the member of the committee. The structure of the templates used to evaluate these YERs was discussed. It was concluded that Shele Bannon would send a revised version of the Non-Teaching Template.
4. New assignments of Teaching and Non-teaching departments were administered to each member of the committee.
5. It was noted that not all members of the committee have submitted their evaluation of their assigned departments from Fall 2012.
6. Dr. Beckford discussed his attendance to the Middle States Meeting in Philadelphia in Dec. 2012. He specifically addressed methods of improving the awareness of the assessment amongst faculty.
7. Dr. Corradetti gave an overview of the implementation of the "Assessment Institute." Every semester, Dr. Corradetti and Dr. Beckford will conduct a workshop over a period of four weeks to train and educate faculty members from all departments of the different aspect of assessment. Each group will be consisted of 24 faculty. Each faculty will be compensated and is expected to produce a completed assessment report of a course.
8. Next Meeting:  
The next meeting is scheduled to be March 15.

Meeting was adjourned at 5:40pm.

Respectfully submitted,  
Tirandai Hemraj-Benny