

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

Minutes of the meeting of Queensborough Community College Assessment Committee Meeting
October 6th, 2011 at 4 pm in room A-504

Present:

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

1. Committee members introduced.
2. Agenda approved.
3. Dr. Sullivan reviewed the Committee Charge:
 - As outlined in the agenda
 - Discussion with Dean Corradetti regarding review of reports, examining findings and reporting generic recommendations to the senate.
4. Dr. Sullivan discussed the Chairperson's report.
 - Requests for assessment reports were sent to all academic and non-academic units of the college as of May 2011. Dean Corradetti suggested that memos be sent out in the Fall to improve the response rate. All Academic and Administrative Department submitted an *End of Year Report* (EYR), which includes an assessment component and is posted on the Assessment Web site.
 - Copies of Committee's annual report are available for members to review.
5. Dean Corradetti discussed Middle States expectations of the assessment process:
 - Most departments (13/16) completed a course assessment in 2010-2011, a much higher rate than previous years.
 - Programs are reviewed on a 5 year cycle, this year Nursing will submit their program review. The Assessment Office plans to meet with faculty representative from those departments that have program reviews scheduled in 2012-2013.
 - A good model for course assessment in the departments is to plan for the assessment in the fall and carry it out and prepare the report in the spring; a summary of the report's findings and actions should appear in the department's EYR.

6. New college webpage and Blackboard Board (BB) committee site:
 - The BB site provides a space that contains all documents related to the committee. The BB site is not open to the public.
 - The committee will have a site on the new college webpage that will contain all pertinent committee documents, including minutes of meetings, agendas and reports. This webpage is open to the public.
 - The Assessment webpage, which has course assessment reports and EYRs both for teaching and non-teaching departments, will be an important resource for the committee's work.
7. Management for committee tasks:
 - Dr. Sullivan & Dr. Corradetti will discuss & select one non-academic EYR and one academic EYR to be reviewed prior to November's meeting. Committee members will discuss the EYR reports at that time.
8. Committee meeting times:
 - All committee members are to send their November schedules to Professor Kokkinos at dkokkinos@qcc.cuny.edu He will set up a doodle account with tentative dates for the next meeting

Meeting adjourned at approximately 4:45 pm.

Respectfully Submitted,

Patricia M. Burke