

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: Shele Bannon, Chair, Committee on Assessment and Institutional Effectiveness
SUBJECT: **Annual Report – Committee on Assessment and Institutional Effectiveness, 2012/2013**
DATE: **May 1, 2013**

Committee members: Shele Bannon, Chairperson; Tirandai Hemraj-Benny, Secretary; Dean Arthur Corradetti, Dr. Ian Beckford; Dimitrios Kokkinos; Sheila Beck; Regina Sullivan; Susan McLaughlin; Barbara Lynch, Danny Mangra, Barbara Rome

Committee meetings

The committee met on the following dates during the 2012-2013 academic year:

September 19, 2012
October 3, 2012
October 26, 2012
November 30, 2012
February 4, 2013
March 15, 2013
April 26, 2013
May 22, 2013

Faculty workshop led by Ian Beckford was held on November 28, 2012, at 1pm.

Summary of Committee Work

The work of the committee for the 2012-2013 academic year was focused on its charge from the Academic Senate as follows:

1. Reviewed charge of the committee
2. Dr. Ian Beckford guided the committee to develop rubrics (see attached) to assess the:
Teaching Department Year End Reports
Non-Teaching Department Year End Reports
3. Receive and review teaching department year end reports and non-teaching department year end reports as to assessment procedures and results,

4. Summarize findings by individual teaching and non-teaching departments based on assessment objectives (See attached rubrics),
5. Summarize all teaching and non-teaching findings in one report,
6. Make recommendations concerning assessment procedures and initiatives to the Academic Senate,
7. Posted to governance website, agenda, minutes, and annual report of committee
8. Plan and hold workshops in cooperation with the Center for Excellence in Teaching and Learning and Dr. Ian Beckford, Learning Outcomes Assessment Manager, and
9. Foster a climate of assessment throughout the college.

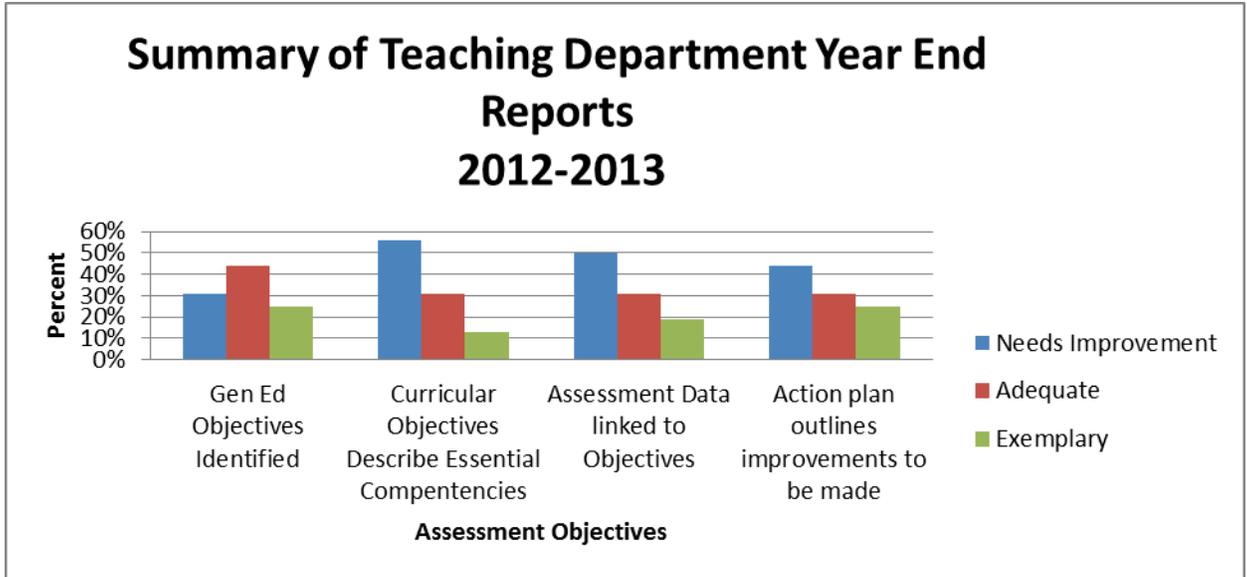
TEACHING DEPARTMENT YEAR END REPORTS

The members of the committee received and reviewed 15 teaching department year end reports for 2011-2102. Of the 15 department reviewed we found 66 course assessments. The following table and graph reflects the results of our reviews linked to the four objectives:

- 1) General Education Objectives are identified and linked to course or department goals.
- 2) The curricular objectives comprehensively describe the essential competencies at the course level.
- 3) Assessment data are clearly described and linked to the curricular and general education objectives.
- 4) The action plan clearly outlines how the assessment findings will promote continuous improvement.

SUMMARY OF TEACHING DEPARTMENT YEAR END REPORTS

<u>Assessment Objective</u>	<u>Needs Improvement</u>	<u>Adequate</u>	<u>Exemplary</u>
Gen Ed Objectives Identified	31%	44%	25%
Curricular Objectives Describe Essential Competencies	56%	31%	13%
Assessment Data linked to Objectives	50%	31%	19%
Action plan outlines improvements to be made	44%	31%	25%



The majority of reports identified their general education objectives. However, several reports need to more specifically clarify curricular objectives, link those objectives to the assessment data, and then identify their specific actions plans. Exemplary reports specifically and clearly indicated assessment results and the related action plans were unmistakably identified and plainly related to the assessment data. Departments with notable assessment reports included detailed assessment data and explicitly identified action plans. Essentially, the assessment “loop was closed.”

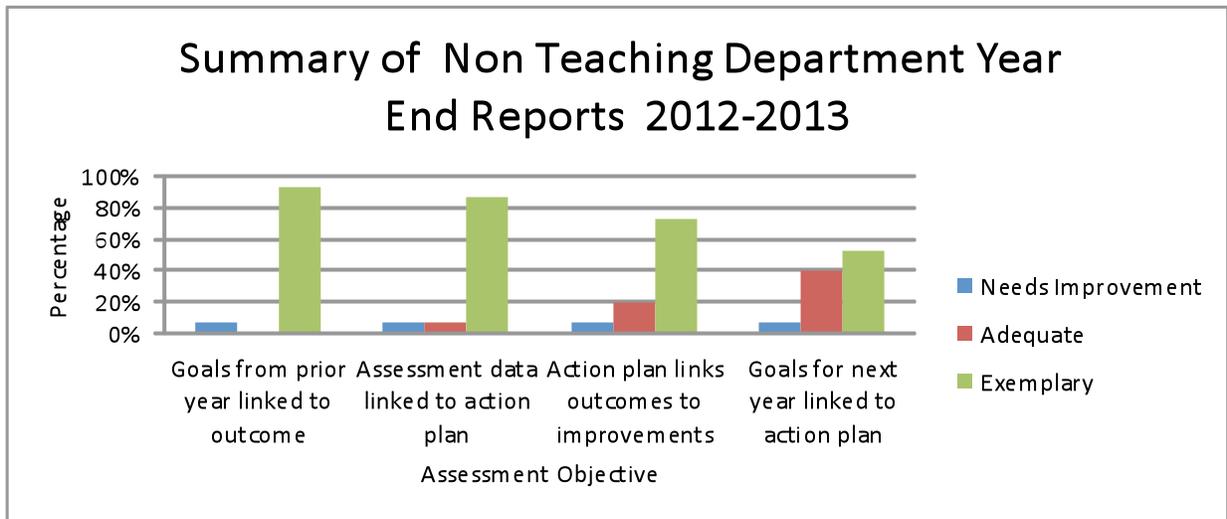
NON-TEACHING DEPARTMENT YEAR END REPORTS

The committee members reviewed 15 non-teaching department year end reports available on the college assessment webpage. The following table reflects the results of our reviews linked to the four objectives:

- 1) Goals from prior year are identified and linked to outcomes.
- 2) Outcomes of assessment data are clearly described and linked to action plan.
- 3) New action plan clearly outlines how outcomes will promote continuous improvement.
- 4) Goals for next year are identified and linked to action plan.

SUMMARY OF NON-TEACHING DEPARTMENT YEAR END REPORTS

	<u>Needs Improvement</u>	<u>Adequate</u>	<u>Exemplary</u>
Goals from prior year linked to outcome	7%	0%	93%
Assessment data linked to action plan	7%	7%	86%
Action plan links outcomes to improvements	7%	20%	73%
Goals for next year linked to action plan	7%	40%	53%



The majority of reports identified and linked their assessment data to action plans from prior year and to goals for next year. Exemplary reports specifically and clearly indicated assessment results and the related action plans were unmistakably identified and plainly related to the assessment data.

FOSTER A CLIMATE OF ASSESSMENT

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 November 28th workshop; future workshops will expand on this idea.

The committee is thankful for our member, Sheila Beck, who created the idea of an Assessment Institute for faculty. This institute was further developed by Dean Arthur Corradetti and Dr. Ian Beckford. The first institute was held on March 1, 8, 15, and 22, with 26 faculty

participating. Each semester, approximately 30 faculty will attend the institute, rapidly expanding the knowledge and culture of assessment across the Queensborough campus.

PRIOR YEAR RECOMMENDATIONS

- 1) 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.
ACTION: Dean Arthur Corradetti supplied department year-end reports to committee members for their review. He is in the process of making these reports accessible on the college website.
- 2) To ensure that a climate of assessment continues at the college, the committee will plan additional workshops in cooperation with CETL and Dr. Beckford.
ACTION: Dr. Beckford held an Assessment Workshop on November 28, 2012 with twenty-two faculty in attendance. Dean Corradetti and Dr. Beckford developed and taught the first Assessment Institute in Spring 2013. The institute, which runs for four weeks, provides background, context, and tools for carrying out different kinds of assessment. Faculty members, who are compensated for their participation, are expected to produce a course assessment plan followed by a completed course assessment report.

CURRENT YEAR RECOMMENDATIONS

- 1) For purposes of institutional assessment and compliance with Middle States we recommend teaching department year end reports clearly identify the following:
 - a. General Education Objectives are identified and linked to course or department goals.
 - b. The curricular objectives comprehensively describe the essential competencies at the course level.
 - c. Assessment data are clearly described and linked to the curricular and general education objectives.
 - d. The action plan clearly outlines how the assessment findings will promote continuous improvement.
- 2) Continue Assessment Institute for faculty to be part of the assessment culture on campus.
- 3) Representative from the Senate Committee on Assessment participates in discussion with Assessment Institute faculty in an effort to explain the whole assessment process.
- 4) In a joint effort with Dr. Beckford, CETL, and our committee – continue to offer workshops on assessment to the general faculty.
- 5) The Senate Committee on Assessment will work closely with the Periodic Review Committee, co-chaired by Dean Corradetti and Professor Burdi. The Periodic Review Committee provides the periodic review due to Middle States on June 1, 2014.

Current Committee Members

Four of the committee members remain in place for the Fall 2013 semester. Three new members will be joining the committee for a meeting on May 17, 2012 and Fall 2013.

New Chairperson and Secretary

The current chair, Shele Bannon, called a meeting for May 17, 2013, so that a new chair and secretary can be elected for 2013.

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.

Shele Bannon gratefully acknowledges the outstanding hard work and dedication of every member of the committee. Tirandai Hemraj-Benny was an exceptional secretary, and I am very grateful. I would also like to give a special thank you to Sheila Beck for her valuable suggestion of the Assessment Institute.

Respectfully submitted,

Shele Bannon
2012-2013 Chair