

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on October 7<sup>th</sup>, 2013, at 4:00 pm in room A-504.

Present: Dean Arthur Corradetti (President's Designee), Shele Bannon (Chairperson), Sheila Beck (Faculty), Ian Beckford, Jim Bentley (Faculty), Susan McLaughlin (Secretary), Maurizio Santoro (Faculty), Kerri-Anne M. Smith (Faculty)

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

1. Minutes of May 22<sup>nd</sup>, 2013, approved.
2. New members were welcomed to the committee.
3. Future meeting times were established as the first Wednesday of every month at 4:00 pm in Room A504. Scheduled meetings: Nov. 6, Dec. 4, Feb. 5, Mar. 5, April 2, May 7.
4. Teaching and non-teaching department year end reports were assigned to the committee members for review. Rubrics for assessment were explained to the new committee members. Due date for the Fall 2013 reviews was established as December 4<sup>th</sup>, 2013.
5. It was decided that the Academic Senate Standing Committee Activities form describing the Committee on Assessment and Institutional Effectiveness needs to be updated. Shele Bannon and Dean Corradetti will work together to update the information.
6. Assessment Institute. Dean Corradetti reported on the current status of the Assessment Institute. A survey was given to the participants in the first Assessment Institute (Spring 2013) to determine what additional information about assessment would be useful to them. The second Assessment Institute (Fall 2013) is currently ongoing, with a new cohort of attendees.
7. Assessment Workshops. It was decided that the topics of future assessment workshops will be guided by the surveys given at the Assessment Institute. Based on the survey given to the participants at the first Assessment Institute, it appears that workshops on outcomes and rubrics would be the most helpful. Dr. Ian Beckford suggested that currently available rubrics could be adapted as templates.

8. Dean Corradetti suggested that input from the Assessment Committee would be helpful in streamlining the assessment form that is currently available on the website. Recommendations from the committee will be given at the next meeting.

9. Next meeting: Nov. 6, 4 pm.

Meeting was adjourned at 4:30 pm.

Respectfully submitted,  
Susan McLaughlin