

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

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

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

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

1. Minutes of November 6, 2013, approved.
2. Reports on Teaching and Non-teaching department assessments.
  - a. Shele Bannon presented a new rubric to be used to assess non-teaching department assessments.
  - b. Committee members confirmed that they were able to access information about departmental assessment reports online.
  - c. Members of the committee are to submit their reports on their assigned department course assessments to Shele Bannon via email.
  - d. Shele Bannon suggested that when committee members review assessments next year, they should look at the assessments of the prior year to see if action plans had been implemented.
3. The committee reviewed the information on the Committee webpage about the assessment committee. Some changes were suggested; changes are to be forwarded to Dr. Phil Pecorino.
4. Dr. Ian Beckford reported on the Rubric workshop given on November 22, 2013. Eight people attended. Feedback from attendees: most wanted more hands-on activities as well as more discipline-specific work. The committee discussed how more discipline-specific work could be included in the workshops. It was suggested that either (1) workshops could be held within specific departments or (2) department members who have attended the Assessment Institute could be used to assist other department members in developing discipline-specific rubrics.
5. Revision of current course assessment forms. The committee discussed how the current course assessment forms could be modified to be more concise, while addressing all the pertinent issues. Suggestions for modification: (1) make sure the forms are standardized so information is

easy to find; (2) include descriptions of certain terminology such as “educational context”; (3) include a summary of the assessment data.

All committee members agreed that course assessment forms should have a section including the action plan from the prior year’s course assessment, and which addresses how the current year’s assessment addressed issues in the prior year’s action plan.

Dr. Ian Beckford will share with committee members the criteria for assessment reports given to Assessment Institute attendees. Committee members will review this information and the current course assessment forms, and will make recommendations for modifying the current course assessment forms at the next meeting.

6. Dean Corradetti proposed that the committee discuss Program Review at their next meeting.

7. Next meeting: February 3, 4 pm.

Meeting was adjourned at 5:00 pm.

Respectfully submitted,  
Susan McLaughlin