

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on March 30<sup>th</sup>, 2012, at 9:00 am in room M-421

**Present:** Regina Sullivan, Chairperson, Patricia Burke, Secretary, Dimitrios Kokkinos (Faculty), Sheila Beck (Faculty),

**Excused:** Dean Arthur Corradetti, President's Designee, Tirandai Hemraj-Benny, (Faculty), Regina Rochford (Faculty), Shele Bannon (Faculty). Sheila Beck (Faculty), Susan McLaughlin (Faculty), Oluwadamisi Atanda (Student Representative).

1. Minutes of February 22<sup>nd</sup> 2012, approved.
2. Review of Assessment Reports:
  - Accessing the reports on the website presented issues with connectivity (between the year end report (YER) and the assessment data), consistency and availability of the data presented.
  - Some links were unavailable, e.g. Templates and Guidelines
  - Dr. Sullivan will follow-up with Dr. Corradetti regarding committee members access to the Assessment website and who to contact when there are issues accessing information.
3. Review of Teaching Assessment Reports:
  - Assessment rubrics of nine teaching departments presented (one department had no course assessment on the website). When completing the rubric the committee member should note the year that the assessment was done.
  - Assessments varied greatly in the data presented. More than one department used student surveys as the only assessment.
  - In some instances the YER noted that curricular changes were in progress, providing the course number directing the change, however there was no link or connection to the assessment data available.
  - One of the recommendations was to develop a tool for department chairs to present course assessment, providing visibility, transparency and clarity across the departments:
    - Assessment
    - Results

- Action
  - Re-evaluation
- A generalized summary of assessment efforts and processes: Data should be collected and analyzed in a consistent, uniform manner leading to an action plan that is visible. The action plan should flow seamlessly into the YER, providing the data for continuous improvement. Any course assessment should be identified in the YER with a link to the assessment report. This will make navigating the website “User friendly” and providing a rich source of meaningful data that faculty can access.

<i>Course Assessment</i>		<i>Meaningful</i>
Data	Consistent	
Action Plan	Visible	
YER & Data	Connect	
<i>User Friendly Website</i>		

4. Plan for Review of non-teaching reports:
  - Building and Grounds and C-STEP were two of the non-teaching department reports discussed.
  - Non-teaching assessment reports are presented on the website in a consistent format, providing for clear, concise and transparent evaluation.
  - Dr. Sullivan presented an example of a template that followed the format for non-teaching reports. She will email the template to committee members.
5. Plan for second Assessment Workshop:
  - a. Plan for early Fall: Dr. Sullivan will follow-up with Dr. Ian Beckford and Dr. Meg Tarafdar regarding potential dates.
  - b. Discussed sharing Rubrics/Tools for assessment.

c. Suggested individual working groups with members of the assessment committee at each table.

6. April Meeting:

- Dr. Sullivan will contact committee members via email regarding the date and time of the next meeting.

Meeting adjourned at approximately 10:15 am.

Respectfully submitted,

Patricia M. Burke