

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

Minutes of the meeting of Queensborough Community College Assessment Committee Meeting
March 28th 2011 at 2pm in room A502D

Present:

Dean Arthur Corradetti, President's Designee

Dimitrios Kokkinos (Faculty)

William March (Steering Committee Designee)

Georgia McGill (Faculty)

Devin McKay (Faculty)

Philip Pecorino (Faculty). Chairperson

Regina Sullivan (Faculty), Secretary

Dr. Pecorino presented a series of templates for sending memos from the committee to:

- Standing Committees of the Academic Senate
- Offices of the College

2. The Committee reviewed the documents and made suggestions. Professor Marsh volunteered to take them and improve upon them in content phrasing and appearance.

3. The Table of College Offices was reviewed and decisions made as to which Committees of the Academic Senate would request the assessments form various college units and offices.

4. The Committee agreed as to how it would proceed for the remainder of the academic year. There was no expectation that it would need to meet more than once before June.

5. Dean Corradetti shared some remarks on the process of assessment at the college and what his office was doing.

The meeting was adjourned at approximately 3:10 PM

Respectfully Submitted,
Regina Sullivan