

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

Minutes of the meeting of Queensborough Community College's Committee on Assessment and Institutional Effectiveness on November 17th, 2011 at 4 pm in room A-504

Present:

Dean Arthur Corradetti, President's Designee, Regina Sullivan, Chairperson, Patricia Burke, Secretary, Sheila Beck (Faculty), Dimitrios Kokkinos (Faculty), Shele Bannon (Faculty), Tirandai Hemraj-Benny, (Faculty), Susan McLaughlin, (Faculty).

Excused: Regina Rochford, (Faculty), Oluwadamisi Atanda (Student Representative).

1. Minutes of October 6th, 2011 Minutes approved.
2. Review of Assessment Reports:
 - a) **Teaching Assessment Report:** Foreign Language and Literature course LC-111 report is thorough, comprehensive, using holistic rubrics. One suggestion is to have a table of contents. Graphs helped to provide visual presentation of assessment. Each individual program within the language department worked together to agree on the rubrics. Students were given the rubrics, providing clear expectations. Faculty were impressed when they observed how involved students became while discussing the rubrics. The evaluation portion was thoughtfully presented, the Chinese language program was excluded as their achievement levels were so high.
 - b) **Non-Teaching Department:** Assessment office Year End Report (YER) 2010-11, report format was organized into systematic areas of assessment: Core Activity, Key Performance Indicator, Target Outcome, Plan for achieving target outcomes. With the Academies Model using 2006 as the control group with 12% 3 year graduation rate it looks like Summer 2012 will post a significant improvement with the 3 year graduation rate around 18-19%.
 - c) **PMP indicators:** The central office OIRA compiles benchmark and other data for all colleges in the CUNY system and posts the information on the CUNY Web site. Each year, the colleges are ranked according to the degree of improvement in a number of categories, some of which receive double weight. For this past year, QCC was weighted in the top quintile.
3. General Report: The Senate committee charge is to make a general overview of the assessment reports and processes on campus. In its discussions, however, the committee is increasingly considering the possibility of showcasing reports that are particularly strong and general areas of concern. This would apply to course assessment and YERs. In addition, it was suggested that the committee collaborate with CETL to host faculty workshops in the spring that would showcase the work that some department are doing,

sharing resources and highlighting the diverse means by which departments and faculty are carrying out assessment.

- a) The foreign language department could present with an oral presentation.
 - b) Examples of using case studies in biology (Dr. Sullivan) and Business Academy cohort (Professor Bannon) were discussed. Innovative teaching that identifies a weakness, provides corrective action and collects data to demonstrate improved learning are examples of assessment. However, Dr. Corradetti reminded faculty that some kind of assessment report needs to be included in the department YER to ensure that all assessment efforts are *documented*.
 - c) Dr. Corradetti discussed the addition of Dr. Ian Beckford, Learning Outcomes Assessment Manager, (Rm: L 315, x2161) to QCC faculty. Dr Beckford's specialty is learning outcomes assessment; rubric development and use; survey development, use, and analysis; and institutional research. He has already met with a number of departments and is intended to be a campus-wide resource for assessment planning and implementation.
4. Placement Tests: Dr. Sullivan discussed information obtained at a recent conference regarding changing requirements for undergraduate STEM education, looking at applied placement tests. As part of the STEM Academy, faculty coordinators are looking at student placement in mathematics; student placing into the lowest level, MA 005, are candidates for immediate intervention.
 5. General Education Objectives: Need to document how the General Education Objectives are met in the YER. Courses are aligned with the General Education Objectives, however, the question remains "How do we know that QCC graduates have met ALL the general education objectives?" Faculty agreed that Information literacy is an important component of all undergraduate programs.
 6. December Meeting:
 - Members to identify 3-5 things that new members "need to know" prior to joining the committee.
 - Members will plan an *Assessment Workshop* to highlight best practices for January 2012.
 - Professor Kokkinos will provide tentative dates for the December meeting.

Meeting adjourned at approximately 4:45 pm.

Respectfully Submitted,

Patricia M. Burke