

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

Minutes of the meeting of the Senate Assessment Committee on February 22nd 2012, at 2:00 pm in room A-504

Present: Dean Arthur Corradetti, President's Designee, Regina Sullivan, Chairperson, Patricia Burke, Secretary, Sheila Beck (Faculty), Tirandai Hemraj-Benny, (Faculty), Dimitrios Kokkinos (Faculty), Susan McLaughlin (Faculty), Oluwadamisi Atanda (Student Representative)

Excused: Regina Rochford (Faculty), Shele Bannon (Faculty)

1. Minutes of December 15th, 2011, approved.
2. Spring Faculty Workshops:
 - Dr. Ian Beckford will conduct the first workshop, "How do we know if our students are really learning?", on March 14th, 1-2:30pm in H 349
 - Dr. Sullivan will send out details of the workshop via email to the college; committee members are asked to encourage colleagues to attend.
3. Assessment Reports:
 - By the end of February each committee member will be assigned two teaching and two non-teaching departments to review according to a template that indicates where particular components of the assessment process have occurred. The review will not be an assessment of the assessment but of the observance of process.
 - The goal is to assess all 16 teaching departments by April, providing a generalized summary of assessment efforts and processes. This kind of review will be helpful in the preparation over the next two years for the periodic review report for Middle States.
 - Identify "Exemplars" to showcase.
4. Student evaluation of faculty:
 - Discussed online system of student evaluations of faculty to ensure more objective reporting by students and to provide an opportunity for collecting data about satisfaction with textbooks, availability of faculty during office hours, etc. Students would want at least some of the report to be available to them (in much the same way as "rate your professor").
 - The current questions would have to be modified, and there would have to be additions; security and access to the evaluations would have to be discussed.

- Various incentives (paper printing card) and/or access to grades were discussed as incentives for students to complete the evaluation.

5. March Meeting:

- Each committee member will report on their assessment of the two teaching and two non-teaching departments assigned.
- Dr. Sullivan will contact committee members via email regarding the date and time of the next meeting.

Meeting adjourned at approximately 2:50 pm.

Respectfully submitted,

Patricia M. Burke