

**Queensborough Community College**  
**City University of New York**  
**Academic Senate Committee on Assessment and Institutional Effectiveness**

Minutes of Meeting  
December 6<sup>th</sup>, 2017  
12:15 PM – 1:30 PM  
LB-313

PRESENT: Bjorn Berkhout; Maurizio Santoro; Barbara Rome; and Mark Schiebe.

ABSENT: Franca Ferrari-Bridgers; Andrea Salis; Linda Meltzer; Whan Ki Lee; Urszula Golebiewska; Arthur Corradetti; and Ian Beckford.

Old Business: None

New Business:

There was no update on the pending approval of the Committee's new charges.

The Committee discussed the work of Professors Berkhout, Ferrari-Bridgers, Lee, and Golebiewska, who evaluated the reports on several Program Reviews recently completed at the college.

Committee members agreed that clearly demonstrating the assessment "process" should be the point of emphasis in these reports. This process was most opaque when there were no clear links between the Action Plan set forth in the reports (composed as a response to the recommendations of the program reviewers) and the Action Plan listed in the individual department annual reports. Professors Berkhout and Rome proposed making a recommendation to revise the template of the annual reports to make it easier to see these links. Action Plans should have a more prominent place in the year-end reports, generally speaking; they are not always clearly presented.

For departments that participate in the Program Review process, the committee proposed that a separate Program Review Follow-Up template should be added to the individual department's annual reports, with the following columns: Action Item/Timeline/Accomplishment.

The value of reorganizing the Strategic Planning, Assessment, and Institutional Effectiveness website was discussed, and committee members stressed the need to eliminate redundant hyperlinks and to create a more clearly hierarchical architecture within the site. The committee agreed to revisit both the website reorganization and the Program Review recommendations during the first meeting of 2018.

Meeting was adjourned at 1:15 PM.