

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

Minutes of Meeting

May 10, 2017

12:15 PM - L-312

PRESENT: Changiz Alizadeh; Bjorn Berkhout; Georgina Colalillo; Arthur Corradetti; Sunil Dehipawala; Franca Ferrari-Bridgers; Urszula Golebiewska; Whan Ki Lee; Linda Meltzer; Barbara Rome; Andrea Salis; Maurizio Santoro; and Mark Schiebe.

ABSENT: Ian Beckford

Approval of minutes of previous meeting on April 5, 2017, with one change made to the sentence under the General Education Assessment section. The replaced sentence read "Communicate effectively through written and oral forms" no longer includes 'reading". The new sentence reads "Communicate effectively through written and oral forms" no longer includes 'reading and **listening**".

Old Business: None

New Business:

Welcome New Committee Members. The Committee welcomed three new members: Bjorn Berkhout, Whan Ki Lee, and Barbara Rome. The new members replace Changiz Alizadeh, Georgina Colalillo, and Sunil Dehipawala who have finished their term. The Committee thanked the outgoing members for their contributions and service.

Update on Assessment Handbook. Co-Chair Linda Meltzer updated the Committee on the plan to complete the Committee's Assessment Handbook by fall 2017 and have it posted to the Committee's webpage. The major open issue which is to be addressed is for the Academic Senate Bylaws Committee to vote on our Committee's revised charges that were submitted in fall 2016.

Review of Non-Teaching Department Year-End Assessment Reports and Preparation of Annual Report
Co-Chair Andrea Salis advised the Committee that all of the latest non-teaching department assessment reports on the QCC website have been reviewed by the Committee. A discussion followed as to whether the Committee should share the non-teaching department assessment rubric and the individual department ratings and comments with the divisions of the College. The consensus was that division heads should receive specific comments but make only general comments in the Committee's Annual Report. Andrea Salis stated that "the Committee had a productive year" and that the annual report will be prepared by the Co-Chairs this summer and shared with the Committee for review.

Suggestions for 2017-2018 work for our Committee. The Committee discussed that it was open to reviewing other assessment reports of the College. Dean Corradetti pointed out that the Committee has broadened its coverage of assessment reviews since it began and that it could review other assessment and institutional effectiveness reports of the College. Among the suggestions that the Committee considered was to assess the College's program reviews, templates and guidelines. The Committee discussed the possibility of beginning with a review of the Liberal Arts and Sciences and the Business programs, followed by a schedule to review all programs. Additionally, as the College begins the Middle States Self-Study, the Committee will participate in that process including meeting with Working Group 5, Educational Effectiveness.

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Elections for Committee Chairperson and Secretary. Co-Chair Salis announced that she was not in the running again for the co-chair position given her new responsibilities in the fall including serving as co-chair of the Middle States Working Group 3 and serving as a member of the HPED Department's Personnel and Budget Committee. Mark Schiebe expressed interest in working with current co-Chair Meltzer. The Committee unanimously voted to elect Dr. Schiebe and Prof. Meltzer as co-Chairs for the Committee.

Next Meeting scheduled early October 2017.

Meeting adjourned at 1:30 PM