

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

Minutes of October 5, 2015

3:10PM

H-345

PRESENT: Linda Meltzer; Franca Ferrari-Bridgers; Andrea Salis; Arthur Corradetti; Georgina Colallilo; and Mark Schiebe

GUEST PRESENTER: Shele Bannon, Associate Professor, Business Department and former Chairperson of the Senate Committee on Assessment and Institutional Effectiveness

ABSENT: Changiz Alizadeh; Sunil Dehipawal; Joseph Goldenberg; Simran Kaur (on Fulbright leave)

Agenda:

New Business:

- Guest Speaker: Prof. Shele Bannon, Business Department, previously, Chair, Assessment and Institutional Effectiveness Committee
- Setting the Stage for 2015-2016 – reviewing our charges
- Assessment for teaching departments
- Assessment for non-teaching departments
- Update on General Education Task Force
- Other Items
- Select meeting dates for the Fall semester

Prof. Shele Bannon explained how assessment of teaching and non-teaching departments was performed by the Committee in prior years. She shared the QCC link to access year-end reports for teaching and non-teaching departments - [www.qcc.cuny.edu/assessment/index.html](http://www.qcc.cuny.edu/assessment/index.html)

Next, Prof. Bannon discussed with us the rubric to be used for teaching departments and the rubric for non-teaching departments. Then we had a norming session using a teaching department assessment rubric.

Based on this norming session, there was discussion of adding a dimension to the teaching departments on course assessment follow-up. This would correspond to the department year-end reports section on course assessment follow-up.

During this meeting we began to divide up the departments for each of us to score in the fall 2015 and spring 2016 semesters. Linda Meltzer, Chairperson of the Committee would send the Committee the list to all the Committee members via email. During the meeting it was decided that Committee members would not score their own departments.

Next Meeting, Monday, November 2 at 3:15PM

Meeting adjourned at 4:15PM