

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON ACADEMIC DEVELOPMENT

TO: Barbara Campbell, Secretary, Academic Senate Steering Committee

FROM: Mary Ann Rosa, Chair, Committee on Academic Development/Elective Academic Programs

SUBJECT: Annual Report for Committee on Academic Development/Elective Academic Programs for 2009/2010

DATE: Mary 26, 2010

Committee Members (2009-2010): Mary Ann Rosa (Chair), Melanie Sehman (Secretary), Urszula Golebiewska, Eileen White, Reuvain Zahavy
Steering Committee Designee: Ted Rosen
President's Designee: Dean Karen Steele

The Committee on Academic Development/Elective Academic Programs met five times in the 2009-2010 year (twice in the fall and three times in the spring semester) and corresponded many times via e-mail. In preparation for the first meeting, Professor Mary Ann Rosa met with Dr. Emily Tai (Chairperson, Academic Senate Steering Committee) to discuss possible committee activities for the upcoming year. At our first committee meeting (November 13, 2009), we discussed committee's present charges, the faculty evaluation form and the role of the Academic Development Committee with CETL. It was agreed that the chair Mary Ann Rosa would put together some questions for a survey to give to the chairs to evaluate the Faculty Evaluation Form. Discussion included the possibility of having Meg from CETL attend one of our meetings.

On December 16, 2009, the committee met for the second time. Ted Rosen, as Steering Committee Designee, had followed up with Emily Tai regarding committee charges. A draft of the survey to the Chairs was presented by Mary Ann Rosa as per the input of committee members. Some revisions were made. Discussion included the possibility of a "fishbowl" event. Students and faculty would be invited. Such topics could include teaching techniques and students input into the evaluation process. Dean Karen Steele gave us information on the online surveys for asynchronous courses. They are not yet implemented due to privacy issues. They will be implemented in the Spring.

Mary Ann Rosa, chair, emailed the final copy to committee members after the meeting and then sent to the chairs.

The Committee met again on March 22, 2010.. Mary Ann Rosa (chair) distributed a compilation of the responses received so far; not all chairs responded. Responses are needed from all the chairs to be of use. Discussion included modifications or improvements that could be made to the current Faculty Evaluation Form. There was also a discussion of present charges. The Committee felt there was overlap with other committees and there was a proposal to modify charges. Ted Rosen, as Steering Committee Designee will discuss with Emily Tai. There was a discussion to invite Meg to our next meeting. Dean Karen Steele suggested co-sponsoring an event with CETL each year.

On April 7, the Committee met for their fourth meeting. The remaining results of the survey on the Faculty Evaluation Form to Chairs was compiled and presented by Mary Ann Rosa. Results were extremely varied. It was discussed on how to make faculty and students aware of the evaluation and the evaluation questions in advance: Dean Karen Steele will follow up as far as giving the evaluation form to new faculty members during orientation – make them aware of the questions that will be asked and aware of what is expected of them. Mary Ann Rosa suggested that the evaluations also be part of the new student orientation – make them aware of the questions that will be asked and aware of what they should expect from their professors. It was decided that more time is needed with the current Faculty Evaluation Form to determine its effectiveness. All agreed that the envelope size should match the form size.

Mary Ann Rosa met with Emily Tai on April 21, 2010 and clarified committee charges.

On May 26th, 2010, the committee held their last meeting of the academic year. Members of both the 2009-2010 committee and the 2010-2011 committee were in attendance. Urszula Golebiewska is continuing service on the Academic Development committee. Mary Ann Rosa, Melanie Sehman, Eileen White, Reuvain Zahavy, and the Steering Committee Designee, Ted Rosen will be leaving the committee, and the new members for the upcoming year are Viginia Cowan, Nicholas Di Zinno, Kelly Ford, Jeffrey Jankowski, and Helene Dunkeblau (Steering Committee Designee).

At the May 26th meeting, Urszula Golebiewska was elected chair and Kelly Ford as recording secretary for 2010-2011. The committee discussed the work over the past year and possible activities for the 2010-2011 academic year. All members agreed that due to the varied results of the survey given to the chairs, more time is needed to evaluate the effectiveness of the Faculty Evaluation Form, utilized by students for traditional classes. It was suggested to follow up with Dean Karen Steele regarding the introduction of the Faculty Evaluation Form into faculty orientation. It was also suggested to follow up with the introduction of the Faculty Evaluation Form into student orientation so students can become acquainted as to what they should expect from their professors and explanations on how to utilize the form. Recommendations also include the use of larger envelopes for the Faculty Evaluation Forms. A Fishbowl Event was suggested by Ted Rosen as a possible activity for the 2010-2011 academic year. Another suggestion is to invite Meg from CETL to one of the Committee Meetings.