

QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
ACADEMIC SENATE COMMITTEE ON ASSESSMENT AND INSTITUTIONAL
EFFECTIVENESS
AGENDA
NOVEMBER 30, 2012
3:15 PM
ROOM A-504

1. Approval of October 26th, 2012 minutes.
 2. Debrief – Workshop on November 28th
 3. Dr. Beckford – discuss results of survey on future workshops
 4. Review teaching department reports (received in email) with Year End Report Assessment Rubric.
 - a. Comments
 - b. Department conclusions
 - c. Actions taken as a result
 5. Courses in Department
 - a. Not needed – our charge is to review summary only
 6. Change in charge from “Receive and review” to just “Review”
 7. Department Year-End Reports
 - a. Purpose
 - b. Recipients
 - c. Charge – make recommendations on assessment procedures
 - i. Template for Departments
 1. Follow 3 stages of Assessment (from workshop)
 - a. Defining (objectives)
 - b. Evaluating (results)
 - i. Successes and Weaknesses
 - c. Using (action plan)
8. New business
9. Schedule next meeting

Happy Holidays!