

QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

Academic Senate Committee on Assessment and Institutional Effectiveness

AGENDA

September 27, 2010

12 noon

Room A-504

- 1) Approval of Agenda
- 2) Approval of Minutes of May 27, 2010
- 3) Chairperson Report
- 4) The Charge of the Committee
- 5) [Committee BB Organization Site](#)
- 6) Plan for Management of Committee tasks
- 7) Relation to Academic Senate Committees
- 8) Assessment Website <http://www.qcc.cuny.edu//Assessment/default.asp>
- 9) Old Business
- 10) New Business

Committee on Assessment and Institutional Effectiveness

The Committee on Assessment and Institutional Effectiveness shall consist of seven (7) members of the faculty and eligible staff, reflecting, where possible, a balanced representation of faculty from varied programs and curricula, with no more than one representative from any given department; and two (2) students.

The Committee on Assessment and Institutional Effectiveness shall:

- a. Receive and review summary reports describing initiatives to assess student learning from academic departments, academies, and academic programs of the college;
- b. Receive and review documents relating to assessments of institutional effectiveness from all non-academic units of the college;
- c. Make annual reports of progress in assessment of data collection, including:
 1. The receipt of assessment reports from each department/unit of the college;
 2. Courses/college units assessed from each department;
 3. Summary of Assessment data gathered from assessments;
 4. Any departmental conclusions drawn and/or actions taken as a result.
- d. Review assessment procedures the College undertakes and make recommendations concerning these assessment initiatives to the Academic Senate, in support of principles of shared governance, academic freedom and transparency.

Committee Members:

1. What do you think of the idea that the committee should limit each year's review to a limited number of areas thus establishing a schedule for the assessment of assessment processes? A five year cycle appears to be desirable as it will make the work of the committee more manageable. The five year cycle also ties in with the Middle States visits.
2. What are the areas of the college that need to be covered by our new college policy that QCC has a culture of assessment that covers everything?
3. What do you think of the form below that might be used by our new committee for obtaining assessment reports through Committees of the Academic Senate? NOTE: We can also request reports from other units of the College directly or through the Office of Assessment.

DRAFT 1.0 Request for Assessment Reports

"As the Committee on Assessment has as part of its charge (see below) the "receipt of assessment reports from each department/unit of the college," we ask that the Academic Senate Committee on ----- request, receive and forward to the Committee on Assessment and Institutional Effectiveness the following assessment reports from the sources indicated.

Please note that the Committee on Assessment and Institutional Effectiveness is not asking that the Academic Senate Committee on ----- itself construct or perform the assessment. The request is that the committee obtains the assessment from those responsible for the areas or services or operations indicated."

Draft 1.0 Listing of possible requests made through Committees of the Academic Senate:

Steering Committee

- Assessment of strategic planning process from Senate perspective—effective incorporation of Senate issues/concerns in CAPC overall planning

Committee on Curriculum

- Assessment of the Process of Academic Program Review obtained from the Office of Academic Affairs
- Course assessment in support of program review obtained from Assessment Office
- Departmental course assessment obtained from Assessment Office

Committee on Vendor Services

- Assessment of the Vendor Services obtained from the QCC Association

Committee on Publications

- Assessment of the QCC College Website obtained from the QCC website Committee
- Assessment of the Faculty Handbook, Adjunct Faculty Handbook, CLT Handbook obtained from the Office of Faculty and Staff Relations.

Committee on Student Activities

- Assessment of student experiences—clubs and otherwise—available from year-end reporting
- Assessment of Student Services (admissions, financial aid, advisement, counseling) obtained from the Office of Student Affairs

Committee on Library

- Assessment of ongoing efforts to incorporate information literacy/collaboration with academic departments obtained from the Library

Committee on WID/WAC

- Assessment of effectiveness of delivery of training and certification to faculty obtained from the Office of Academic Affairs

Distance Education- Assessment of efforts to assess quality of online instruction, including hybrid modalities faculty obtained from the Office of Academic Affairs