

College-Wide Assessment Committee

John Jay College of Criminal Justice

Annual Report - 2014/2015

With an endorsement from the Strategic Planning Sub-Committee, the College Council approved the creation of the College-Wide Assessment Committee (CWAC) in May 2011. CWAC has recently completed its fourth year of work, which continued to build on the solid foundation laid by the committee's first three years. This report covers the activities of the Committee in the 2014/2015 academic year. CWAC had an active fourth year. In addition to the "day-to-day" work of the Committee – reviewing and providing feedback on reports of assessment activities across campus – the Committee worked on important initiatives to help further a culture of assessment at John Jay (details below). The membership of the Committee currently consists of 4 faculty, 1 faculty volunteer, and 2 Higher Education Officers (HEOs), and two ex-officio members James Llana, Associate Provost for Institutional Effectiveness, and Virginia Moreno, Director of Assessment.

Below is a review of the activities completed during the 2014/2015 year as well some of the challenges the committee faced during the period:

Limited Human Resources

The membership of the Committee should consist of 7 faculty members and 3 HEOS. This year, the committee suffered serious limitations in the activities that could be conducted because of limited human resources. Many of the members, having served their two-year term left the committee and there was great difficulty in attracting new members. In addition, in the Fall semester one HEO left the college and in the Spring we lost three additional members; one faculty member resigned and the term of two members (one HEO and one faculty member) had come to an end.

Thanks to the Lunch-and Learn event held in the Spring of 2015 as well as recommendations of existing committee members we were able to attract three additional members – two representing non-academic units and one representing an academic unit. They are eager to serve. That being said, it has been a challenge recruiting members to the committee despite our best intentions. Karen Kaplowitz, the President of the Faculty Senate, will advertise again in early Fall 2015 for new members to complete the full complement of the committee.

Assessment Reports

Because of our limited human resources we employed a strategy of dividing the committee into groups of two people. An assessment template for academic units, as well as a template for non-academic units, was distributed as a guide for writing the assessment reports. Each team was assigned four reports – two reports per person to review and write an assessment on. One report was not completed. The completed reports included recommendations for closing the loop on assessment activities and highlighted areas that needed improvement. Once completed, the written reports were circulated to the other team members for review. When each team agreed

with the review and recommendations, the finalized drafts were sent to the Chairs of CWAC for final review and distribution to the respective departments.

This year, a total of 9 reports were completed:

- 7 reports for academic majors (Math and Computer Science; Forensic Science; Security Management; Fire and Emergency Services; Law and Society; History; and the BA in Criminal Justice)
- 2 reports for non-academic units (Writing Center and Academic Advisement)

Together, the reports showed that we have made progress in assessment; however, there is still much to be done to create an assessment culture at John Jay. There remain systemic issues regarding assessment that need to be addressed from the departmental level up. The committee needs to assist departments in building a culture of assessment so that our assessment efforts will be sustainable.

We are seeking to create a culture of assessment across the campus by hosting Lunch and Learn events and publishing our newsletter. Through the events that we host and the newsletter, the CWAC wants to draw attention to the fact that academic and non-academic units are already conducting some form of assessment and that the process itself is not new. By communicating the assessment process in this manner, it does not seem so daunting.

Building on activities planned in the 2013/2014 year

Hosting a Lunch and Learn Event for Non-Academic Units

Last year, we identified that the CWAC needed to work on assessing administrative units. We also discussed planning to hold a Lunch and Learn on non-academic units. We completed these tasks by evaluating assessment reports of non-academic units this year and holding a Lunch and Learn dedicated to non-academic unit assessment. The Lunch and Learn event was held on April 27, 2015, during Community Hour and each presenter, Sumaya Villanueva (Academic Advisement) and Rosann Santos-Elliott (Student Affairs), shared their past experiences with assessment, including how they used the results for program improvement and their assessment plans for the upcoming year. The Provost's office provided lunch, for which the Committee thanks them. We received 27 RSVPs and had 35 people attend the event. A formal assessment of the event (an evaluation was distributed at the end of the event) showed that it was well received, with some requesting future assessment events especially those targeting their units.

Populating the Website

We continued to populate the John Jay College of Criminal Justice website in order to facilitate awareness about assessment and create a useful assessment resource for the college.

New Initiatives

Newsletter

In the Spring of 2015 we developed and disseminated our first Assessment Newsletter. Issues covered in the first issue included assessment in the capstone course, student writing in capstone courses, and library assessment. The newsletter was disseminated through email and posted on the CWAC webpage. We will continue to produce the newsletter in 2015/2016, this time on a biannual basis.

Pre-set Meeting Dates

Meetings for the entire year will be scheduled during the first meeting to help members plan ahead to attend meetings.

Yearly Planning

This year, we initiated the planning of the 2015/2016 activities for the committee. This new initiative will enable the committee to better advertise the events and get more members of the college, not just committee members, involved.

Biannual Lunch and Learn Events

In Fall 2015, we will hold a Lunch and Learn event for academic units. We will also hold a Lunch and Learn for non-academic units in Spring 2016.

Program of Activities for 2015/2016

Closing the Loop at 5 Event

The “Closing the Loop at 5 Event” is a major assessment activity scheduled for Fall 2015 to commemorate 5 years of assessment at John Jay. The event already has the support of the Provost of the College. We need to find speakers to showcase assessment at the college. The event will be scheduled either in October or November 2015.

Working with General Education Subcommittee

We will continue to work with the General Education Subcommittee. General Education courses provide an excellent platform to leverage assessment as we work towards building a culture of assessment at the college.

College-Wide Assessment Committee Members 2014/2015

Marie-Helen Maras, Security, Fire, and Emergency Management, Co-Chair
Denise Thompson, Public Management, Co-Chair
Bonnie Nelson, Library
Elizabeth Jeglic, Psychology (resigned Spring 2015)

Richard Saulnier, Public Management (volunteer for Spring 2015)
Kelly Greene, Marketing and Development
Rosann Santos-Elliot, Student Affairs
Virginia Moreno, Director of Outcomes Assessment (ex officio)
Jim Llana, Associate Provost for Institutional Effectiveness (ex officio)