

College-Wide Assessment Committee

John Jay College of Criminal Justice

Annual Report - 2015/2016

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 fifth 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 three faculty, one Higher Education Officer (HEO), and two ex-officio members, James Llana, Associate Provost for Institutional Effectiveness, and Virginia Moreno, Director of Assessment.¹

Below is a review of the activities completed during the 2015/2016 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, a faculty member had to resign at the end of the Spring 2016 semester due to departmental obligations, a HEO stepped down at the end of the Spring 2016 semester, and another HEO stopped attending meetings and participating in committee activities in Fall 2015.

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. Two reports were 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 10 reports were completed:

¹ This number represents the faculty member who had to resign at the end of the Spring 2016 semester due to departmental obligations, the HEO who stepped down at the end of the Spring 2016 semester, and the HEO who was on the committee but stopped attending meetings and participating in committee activities in Fall 2015 semester.

- 10 reports for academic majors (Criminal Justice BS, Forensic Psychology, Economics Gender Studies, Philosophy, Political Science, Culture and Deviance, Latin American Studies, Law and Society, Police Studies, Foreign Languages, Inter-disciplinary Studies, and Sociology)

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 continuing our efforts from last year to create a culture of assessment across the campus by hosting Lunch and Learn events, publishing our newsletter, attending meetings with other college committees tasked with assessment, sending welcome messages to academic advisors at the beginning of the semester, creating short videos on assessment, and working with the Teaching and Learning Center to assist faculty in assessing student learning. Through these actions, the CWAC wants to increase its visibility in the college.

Building on activities planned in the 2014/2015 year

Closing the Loop at 5 Events

The “Closing the Loop at 5” events were major assessment activities scheduled for Spring 2016 to commemorate 5 years of assessment at John Jay. The committee’s events, *Successes and Challenges in Building an Assessment Culture Across CUNY (Part 1): Case Study of Academic Assessment at John Jay “Closing the Loop @ 5 event”* (March 18, 2016) and *Successes and Challenges in Building an Assessment Culture Across CUNY (Part 2): Cross-Campus Discussion with Assessment Leaders (April 1, 2016)*, were a success.

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.

Newsletter

In Spring 2016, we published the new edition of our Assessment Newsletter. Issues covered in this newsletter included a piece on why the committee loves assessment and a piece on the big picture concerning college-wide assessment. The newsletter was posted on the CWAC webpage. We will continue to produce the newsletter in 2016/2017, on an annual basis.

Yearly Planning

We planned the events for 2016/2017. This will enable the committee to better advertise the events and get more members of the college, not just committee members, involved.

Program of Activities for 2016/2017

Fall 2016 Lunch and Learn Event

In Fall 2016, on October 27, 2016, we will hold a Lunch and Learn event titled: “So you have to do assessment...now what?” This assessment will be open to all. This event will focus on academic program assessment, where guest speakers will share their past experiences with assessment, including how they used the results for program improvement and their plans for the upcoming year.

Welcome Messages

In Fall 2016, we will send welcome messages to major, and minor coordinators, undergraduate and graduate committees, program review committees and Chairs. This is in an effort to reach out to departments and formally introduce them to the committee and its work. By doing so, we hope to garner more interest in assessment and better integration of assessment at the departmental level.

Attend Other Committees

Between Fall 2016 and Spring 2017, members of the committee will attend the meetings of other college committees that are tasked with assessment to keep abreast with assessment activities on campus.

Working with the Teaching and Learning Center

We will work with the Teaching and Learning Center to host a workshop on improving writing through assessment. This workshop will assist faculty in assessing student learning and will cover: curriculum map integrating writing, scaffolding assignments, learning and assessment goals for writing, writing rubrics, and integrating lessons learned in efforts to improve writing.

Pre-set Meeting Dates

Meetings for Fall 2016 were scheduled to help members plan ahead to attend meetings. The meeting dates for CWAC meetings in Fall 2016 are as follows:

Tuesday, September 13, 2016

Tuesday, October 4, 2016

Tuesday October 25, 2016

Tuesday November 15, 2016

Tuesday December 6, 2016

College-Wide Assessment Committee Members 2015/2016

Marie-Helen Maras, Security, Fire, and Emergency Management, Co-Chair

Denise Thompson, Public Management, Co-Chair

Mechthild (Mecki) Prinz, Science

Maureen Richards, Library

Lauren Shapiro, Security, Fire, and Emergency Management (resigned Spring 2016)
Rosann Santos-Elliot, Student Affairs
Anila Duro, Psychology (resigned Spring 2016)
Deborah Washington, Public Management (stopped attending and participating, Fall 2015)
Virginia Moreno, Director of Outcomes Assessment (ex officio)
Jim Llana, Associate Provost for Institutional Effectiveness (ex officio)