The College-Wide Assessment Committee (CWAC), formed in May 2011 completed its eighth year of work in May 2018. The Committee’s goals are the following:

1. Receive assessment plans and reports from academic departments and other units of the college in order to make recommendations about them and to identify best practices for the College.

2. Propose to the Strategic Planning Subcommittee, for its approval, broad policy recommendations on the conduct and use of assessment.

3. Promote assessment activities and a “culture of assessment” across the campus through dissemination of information and best practices.

4. In collaboration with the Director of the Teaching and Learning Center, recommend faculty development programs on the practice of assessment.

5. Guide the development of a website for campus assessment with the support of the office of Associate Provost for Institutional Effectiveness.

6. At the end of each academic year, prepare an annual report to Strategic Planning Subcommittee and to all units of the college including the college council.

7. Significant, ongoing assessment activities, with recommendations for the next year.

This report covers the challenges and opportunities encountered by the committee during the academic year 2017/2018, discusses the goals we wish to focus on and then discusses how the suggestions made by last year’s annual report have been addressed.

Challenges

Persistent Membership challenges
The CWAC has consistently lacked the full complement of members since we continue to struggle with attracting members, and also because of high attrition rates among its existing membership. This has consistently been the case over the last five years or so. The CWAC therefore has not been able to do the level of outreach or analyses required to effectively guide assessment efforts at the college, despite our best intentions. In addition, this year we also missed the Associate Provost for Institutional Effectiveness (ex officio) which was replaced only in the Spring semester and the Director of Outcomes Assessment (ex officio) which position has remained vacant since the Spring of 2017.
Training of CWAC members

During our meetings members expressed an interest in, and willingness to receive, further training in assessment.

Committee Goals

This year the CWAC focused its efforts on the following activities covering items 1, 3, 4, and 5 of our charge and also by incorporating the following recommendation from the 2016/2017 CWAC Annual Report to increase the number of CWAC active members:

Goal 1: Receive assessment plans and reports from academic departments and other units of the college in order to make recommendations and identify best practices for the College.

This year the committee prepared feedback reports on assessment reports for the following majors: Humanities and Justice, Forensic Psychology, Law and Police Science, Latin American Studies Criminal Justice BA, Criminology, Cultural and Deviance Studies BA, BA in International Criminal Justice, Law Police, Criminal Justice Administration and J-Express

A brief discussion of the feedback reports was held on April 18, 2018 revealed that with few exceptions, there have been significant improvements in the way in which departments conduct their annual assessment. However, there are still uncertainties at the departmental level on how to report and present assessment data and in some cases the suggestions provided by this committee last year have not been implemented yet. The ability to provide more feedback reports has been impacted by the challenges we have faced with membership. We currently have only six actual members. There is no acknowledgement of the limitations that the CWAC faces in building and sustaining assessment efforts – membership remains a challenge.

Review the report rubric: To better assist departments in understanding the Committee’s Feedback Reports, and streamline our process, we reviewed our rubric. Periodic review of this rubric is necessary to ensure that all relevant information is included in the assessment reports. As a result of this year’s review, we made some updates to the rubric used by the committee in providing feedback.

Goal 3: Promote assessment activities and a “culture of assessment” across the campus through dissemination of information and best practices.

In order to promote a culture of assessment the committee has:

1. Published two Newsletters, one in January and one in August, and distributed them to John Jay College departmental chairs and also to faculty during Faculty Development Day (FDD). The Newsletters are also posted on the CWAC webpage.
2. Introduced the concept of CWAC members as Assessment Ambassadors who are available to assist departments with the assessment of their programs and help identify useful resources on assessment.

Goal 4: In collaboration with the Director of the Teaching and Learning Center, recommend faculty development programs on the practice of assessment.

In collaboration with the Director of the Teaching and Learning Center, Gina Foster, the Committee helped promote and recommend to faculty that they apply for the Program Improvement Grants (PIGs).

Goal 5: Guide the development of a website for campus assessment with the support of the office of Associate Provost for Institutional Effectiveness.

This year the CWAC website has been completely updated and new documents and resources have been uploaded. However, the website still needs some work and it has been suggested by the Provost that members of the Committee get paid during the summer to work toward a complete update of the website.

Recommendations to the Strategic Planning Subcommittee

Institutional

- Find an “Assessment Champion.” This individual should be a senior administrator who will publicly champion the cause at the College. The Assessment Champion will clearly articulate how the College’s strategic plan aligns with departmental/program learning components and the services that support these components.
- Carefully link institutional assessment efforts to departmental assessment efforts.
- Acknowledgement of the membership challenges that CWAC faces in building and sustaining assessment efforts.
- Work with the Faculty Senate to recruit members to the CWAC. It is one of the college’s mandated committees and can only be as effective as its membership. The committee should be supported in the meaningful work that it continues to do across the college in assessment.
- Commit resources to improve the CWAC website so that it is more helpful and accessible to departments.

CWAC

In the CWAC’s 2018/2019 programming, focus should be placed on the following efforts to increase the number of CWAC active members:
• **Outreach**: make the work of the committee visible and clear. Reach out to departments through Assessment Ambassadors and advertise opportunities for members of the committee to be trained and certified. Continue visiting related committees including General Education, meetings with major and minor coordinators, senior administrators including Office for Institutional Effectiveness, Finance, and so on.
• **Continue to work with the Director of General Education and the Teaching and Learning Center** on making assessment meaningful and useful to the General Education process. Find ways that all can mutually benefit from activities.
• **Complete and distribute the assessment survey for departmental chairs on the work of the CWAC.** In particular, the survey is aimed at understanding what the CWAC is doing well and should keep doing, what the CWAC should stop doing and what the CWAC has not done yet and should start doing.

**Meeting Dates - Fall 2018/Spring 2019**
Meeting dates for the upcoming academic year will be finalized in the first fall meeting.

**College-Wide Assessment Committee Members 2017/2018**
Lucia Velotti, Security, Fire, and Emergency Management, Chair
Mechthild (Mecki) Prinz, Science
Maureen Richards, Library
Alison Orlando, Institutional Effectiveness
Lissette Delgado Cruzata, Science
Dante Tawiqf, Mathematics and Computer Science
Anne Lopes, Provost (ex officio joined Spring 2018)
Erez Lenchner, Associate Provost for Institutional Effectiveness (ex officio joined Spring 2018)