

LEHMAN COLLEGE

Senate Assessment Committee

Meeting Minutes

April 27, 2023

1:00-2:00 p.m.

Present: Tomohisa Hattori, Evan Senreich, Devrim Yavuz, Gary Ford, Ameeta Persaud, Donald Sutherland, Victor Brown, Joe Clapp, Kate Angell

The meeting was called to order at 1:10 p.m.

- 1) Approval of prior meeting minutes – we did not have quorum for our last meeting; committee approved February 16, 2023
- 2) Next week is our final Senate meeting, we do need to meet again prior to September
- 3) Registration for General Education Meeting:
- 4) The Committee voted and approved the suggestion to have Assessment Committee meeting minutes on the Institutional Research website
- 5) Donald Sutherland prepared the Assessment Cycle Guidelines and shared with the Committee; all members agreed that the guidelines were clear and concise; we renamed the Statement of Policy to Assessment Cycle Timeline (see appendix)
- 6) Kate Angell presented on the Gen Ed Assessment Strategies:
 - Emphasize the importance of assessment in improving education and student outcomes to motivate faculty participation in assessment.
 - Collaboratively decide if some faculty ranks should perform more assessment than others to ensure assessment is framed as part of teaching and not just an administrative obligation.
 - Involve faculty in the design and implementation of assessment activities to encourage ownership and champions of change.
 - Overcome faculty resistance by providing clear communication about the assessment process and goals, and consider offering incentives such as a small stipend for leading gen ed assessment.

The meeting adjourned at 2:03p.m.

Respectfully submitted,
Ameeta Persaud



Lehman College

Assessment Cycle Guidelines

Effective Date:

Purposes:

- To promote an organized, systematic, and sustainable process for the assessment of student learning goals in all programs, including general education/graduate programs/online programs, that fosters student learning and student success
- To promote an organized, systematic, and sustainable process for the assess of support and performance goals for all Administrative and Educational Support (AES) units
- To promote the documented use of assessment results for continuous improvement

Statement of Policy:

Lehman College has a four-year assessment cycle. Under this cycle all goals will be assessed at least two times during Lehman College's assessment cycle.

Within this cycle, all actions outlined from the findings of the annual assessment report will be assessed during the subsequent year in addition to the goal that is being assessed.

Illustration for a hypothetical program with five learning goals:

Year 1	Year 2	Year 3	Year 4
Goal 1	Goal 3	Goal 1	Goal 3
Goal 2	Goal 4	Goal 2	Goal 4
	Goal 5		Goal 5
Actions from Year 0	Actions from Year 1	Actions from Year 2	Actions from Year 3
Closing the Loop			