

Academic Assessment Council (AAC)

Meeting Notes
December 9, 2021

In attendance: Dr. Victor Brown, Dr. Elia Machado, Dr. Jane MacKillop, Dr. Juan Jesús Payán-Martin, Dr. Zoila Morell, Dr. Evan Senreich, Don Sutherland, Dr. Jermaine Wright, and Dr. Devrim Yavuz (via Zoom)

The meeting started at 2:01 pm

Welcome & Updates:

Associate Provost Brown started the meeting.

Assessment Management System (AMS):

- Lehman's academic programs have been added to the system
- Lehman's AES units have been added to the system
- Lehman's ILOs have been added to the system
- Initial training of system administrators has begun
- Full implementation is expected in time for assessment report submission

Annual Institutional Assessment Report:

- An annual report has been drafted based on AES, academic, and General Education assessment submissions
- The AAC was provided an overview of the report
- The report highlighted the need to strengthen documentation of closing-the-loop activities
- The report contained recommendations for the Office of Assessment and Educational Effectiveness
- The completed report will be shared with the AAC and posted on the assessment section of Lehman College's Institutional Effectiveness website

Fall 2021 Assessment Workshops:

- The workshop activity was described
- The AAC was shown the webpage on which workshop information, including presentation slides for completed workshops is available
- A Spring 2022 workshop will deal with closing-the-loop activities

AY 2021-2022 Assessment Plans:

- 43% of academic plans and 62% of AES plans have been received
- The AAC will receive guidelines for pairing up to review assessment plans
- A draft checklist will be provided in advance of the review and finalized

Additional Issues:

- Role of Associate Deans in leading School assessment was discussed
- OAEE will meet with Associate Deans at the beginning of the spring 2022 semester to discuss assessment

Next Meeting:

- The next meeting will be held on February 8, 2022 at 10 am.

The meeting adjourned at 2:49 pm.

Don Sutherland, Acting Secretary

Six-Step Assessment Process Specifications

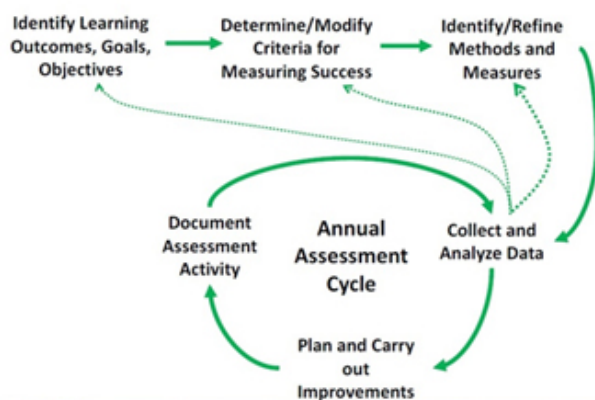
Lehman College's Six-Step Assessment Process

Overview

Assessment at Lehman College:

Lehman College adopted and implemented a uniform six-step assessment process for both academic and Administrative and Educational Support (AES) units.

Six-step assessment process



The six steps, followed in academic and AES assessment are:

- Step 1: Develop student learning outcomes or performance outcomes that align with Lehman College's mission, its institutional learning goals, and, where applicable, accreditation requirements;
- Step 2: Determine or modify criteria for measuring success;
- Step 3: Develop and implement methods of assessment involving direct and indirect measures;
- Step 4: Collect and analyze data;
- Step 5: Plan and carry out improvement initiatives, and;
- Step 6: Document assessment and improvement activities.

Steps 4-6 Lay out the annual assessment cycle that is part of the multi-year six-step process.

General Specifications

Standing Requirements (multi-year in nature):

- Program or AES unit mission statement, vision statement, values statement
- Program student learning goals
- AES student learning (goals related to student learning) or performance goals (goals related to student support or overall performance)
- Outcomes associated with each goal

- Outcomes should be labeled (SLO=student learning outcome; SO=support outcome; PO=performance outcome) and numbered chronologically for each type of outcome e.g., SLO 1, SLO 2, SLO 3, etc.
- Determine the targets or benchmarks for success.

Requirements: Should be able to be mapped to Lehman College's mission, strategic goals, or institutional learning goals

Step 1:

Annual Items:

- Select outcomes that will be assessed during the current academic year (if possible, using a drop-down list based on the standing requirements mentioned above).

Step 2:

- Criteria for measuring success
- Targets for success should pre-populate based on the selected outcomes.

Step 3:

- Methods and measures
- Assessment methods selected to evaluate the outcome(s) i.e., student artifact scored with a rubric, survey, etc.
- Where the measurement is taken (during class, at a performance, from internal data, etc.)
- Methodology for any calculations e.g., weighted average

Step 4:

- A short description of the data that was collected (how it was collected—which should be consistent with the description in Step 3.
- Key numbers associated with the assessment
- A summary of the analysis
- A summary of the findings
- A short discussion of how these results compare with prior results (trends), whether these results demonstrate that implementation of an action plan is effective, etc.

Note: Detailed analysis, findings, and documentation should be uploaded as an attachment.

Step 5:

- How will the results be communicated to stakeholders and to which stakeholders
- What improvement step(s), if any, are necessary
- Timeframe for improvement steps, people who will implement them
- When the improvement step(s) will be assessed
- When the outcome will be assessed again

Step 6:

- All of this inputted information leads to the documentation of systematic and continuing assessment.