

# Academic Assessment Council (AAC)

Meeting Notes  
February 8, 2022

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

The meeting started at 10:08 am.

## **Welcome & Updates:**

Assessment Manager Don Sutherland started the meeting.

## **Assessment Management System (AMS):**

- Coordinators are being added to the system
- Campus training will likely begin in early March
- Full implementation is expected in time for assessment report submission

## **Virtual Visit to California State University - Fullerton:**

- The Committee was informed that a virtual visit that included the Associate Provost, Assessment Manager, and Committee member Devrim Yavuz took place during January 24-25 via Zoom
- The virtual visit discussed, among other things, the role of assessment coordinators, general education assessment, engagement with assessment coordinators, feedback on assessment reports, and the use of feedback on assessment reports to improve assessment policies and practices
- A future Committee meeting will be devoted to a detailed discussion of the findings from the virtual visit

## **Assessment Plan Review:**

- Members will be contacted about assessment plans that need review once the review template is finalized
- Psychology and other programs with new assessment coordinators will be prioritized to ensure maximum support for those coordinators

## **Review of the Draft Assessment Plan Evaluation Template:**

- The template that had been developed by the Committee over January was reviewed
- Feedback resulted in changes that will add clarity and provide additional guidance to reviewers
- The completed templates will provide support to people submitting assessment plans and provide documentation that could lead to Lehman College's review of its own assessment policies and practices
- A revised template will be submitted to the Committee by Thursday, February 10
- Upon finalization, the template will be used in the review process. Finalization will occur via email, as it will occur between scheduled Committee meetings

## **Additional Issues:**

- Associate Deans will be invited to the next Committee meeting

- The meeting will provide the Associate Deans with greater insight into the College's assessment framework and allow for a richer dialogue on assessment.

**Next Meeting:**

- The next meeting will be held on March 10, 2022 at 2 pm.

The meeting adjourned at 11:11 am.

Don Sutherland, Acting Secretary