

Academic Assessment Council (AAC)

Meeting Notes

March 10, 2022

In attendance: Dr. Elia Machado, Dr. Jane MacKillop, Dr. Zoila Morell, Don Sutherland, and Dr. Devrim Yavuz
Guests: Associate Dean Jennifer Calder and Associate Dean Kim Kendall (via Zoom)

The meeting started at 2:04 pm.

Welcome & Updates:

Assessment Manager Don Sutherland started the meeting.

Assessment Plan Review:

- The schedule of assignments was shared with AAC members
- The review for Psychology has been completed
- The review process and sheet was shown to the Council
- The assignments will be emailed to AAC members following the meeting
- The AAC will work to expand the review template to assessment reports (Steps 4-6 of Lehman's assessment process)

Virtual Visit to California State University - Fullerton:

- The Committee was reminded that a virtual visit that included the Associate Provost, Assessment Manager, and Committee member Devrim Yavuz took place during January 24-25 via Zoom
- A detailed discussion of the findings was held. It was noted that there are common areas with what Lehman College is doing.
- Suggested policies and practices for Lehman College's assessment were briefly discussed (a summary based on the meeting and ongoing work at Lehman can be found in Attachment 2). The suggested policies and practices will be discussed at a future AAC meeting.
- Council members liked the idea of the Senate Committee's bringing assessment issues before the Senate (incorporating assessment into shared governance)

Half-Day Assessment Event

- A draft outline was shared with the Council
- Suggestions included gathering questions from faculty in advance of the event, including more information about assessment at Lehman College, sharing of some assessment artifacts, and discussing what it means to use data to speak about how programs are addressing "Characteristics of a Lehman Graduate."

Assessment Workshop:

Accreditation Findings: A Snapshot

A review of accreditation findings for the past 3 years to provide insight into areas on which the Middle States Commission on Higher Education (MSCHE) has been focused.

March 17, 2022 3:30 pm

Next Meeting:

- The next meeting will be held on April 5, 2022 at 10 am.

The meeting adjourned at 2:56 pm

Don Sutherland, Acting Secretary

Attachment 1:

2021-2022 Academic Assessment Plan Review

Assessment Plan	School	Reviewer	Reviewer
Art	A&H	Don	Evan
English	A&H	Juan Jesus	Don
History	A&H	Juan Jesus	Evan
Journalism and Media Studies	A&H	Juan Jesus	
Languages and Literature	A&H	Devrim	Don
Latin American, Latino, and Puerto Rican Studies	A&H	Juan Jesus	Evan
Philosophy	A&H	Elia	Evan
Health Sciences Department	HS2N	Donna	Devrim
Social Work	HS2N	Zoila	Juan Jesus
Speech-Language-Hearing Sciences	HS2N	Don	
Accounting	NSS	Don	Evan
Anthropology	NSS	Devrim	Elia
Biological Sciences	NSS	Donna	Elia
Business	NSS	Devrim	
Computer Science	NSS	Donna	Elia
Earth, Environmental, and Geospatial Sciences	NSS	Evan	Don
Economics	NSS	Devrim	Don
Mathematics	NSS	Donna	Devrim
Political Science	NSS	Devrim	Don
Psychology	NSS	Juan Jesus	Evan
Sociology	NSS	Donna	Juan Jesus

 Completed

Attachment 2:

CSU-Fullerton Meeting

January 24-25, 2022

Potential Practices for Lehman College based on CSU-Fullerton virtual visit:

Associate Deans:

- Main School contact on assessment
- Associate Provost/Assessment Manager: Meet with them at least once per semester to discuss assessment
- Will take the lead on selecting courses from the course map for assessment of General Education
- Will review and sign off on assessment plans prior to their submission

Assessment Coordinators:

- Will work with Associate Deans during the assessment process
- Associate Provost/Assessment Manager: Meet with them twice per semester
- Separate meetings for academic coordinators and AES coordinators
- Will CC Associate Deans on assessment plans and reports

Assessment Manager:

- Will consult with assessment coordinators on possible data needs that could be addressed by Institutional Research (same for program review)
- Will bundle the data needs into a data request for Institutional Research

Half-Day Assessment Event

Attachment 3:

Developing Annual Half-Day Assessment Event

Theme: Assessment: Building a culture of continuous improvement.

Goals of the Event:

- Strengthen culture of improvement by providing visibility to people/activities
- Share best practices
- Share experiences
- Identify issues, challenges, opportunities for improvement and possible solutions

Participants:

- Lehman community
- BTAG partners

Modality: HyFlex

Food: Light Breakfast (coffee and Danish) and Lunch

Agenda:

9:00 am - 9:15 am	Welcoming Remarks
9:15 am - 9:30 am	Framing the assessment conversation
9:30 am - 10:00 am	Keynote (findings and examples from the two-day virtual summit with CSU-Fullerton) (Provost or external assessment expert) Overview of the 6-step assessment process Highlight assessment at Lehman
10:00am - 10:15 am	Break
10:15 am - 11:15 am	Using data to guide assessment (Don S.)
11:15 am - 12:15 pm	Faculty Roundtable: faculty share how they used assessment for improvement, practices that worked, challenges that they needed to address, etc. Elgloria H. (data-driven assessment), one other faculty member, and a BTAG partner; include artifacts; maybe organize roundtables around <i>Characteristics of a Lehman Graduate</i> e.g., theme of information literacy, etc.
12:15 am - 1:00 pm	Faculty discussion over lunch: What does assessment have to do with me?
1:00 pm - 1:15 pm	Next steps
1:15 pm - 1:30 pm	Closing Remarks

Suggestion: Solicit assessment questions in advance. Could be used during the faculty roundtable.