Academic Assessment Council (AAC)
Meeting Notes
November 9, 2021

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

The meeting started at 10:02 AM

Welcome & Updates:

Associate Provost Brown started the meeting.

Assessment Management System (AMS):
- *MavenLink* forum for system administrators to collaborate with Watermark was created
- System Administrators have been given login credentials.
- List of assessment liaisons was provided
- An I.T. contact was provided. I.T. will provide a .CVS-format organizational structure for Lehman College that will be imported into Planning & Self-Study. That structure will provide the schools, programs, departments, and personnel. Afterward, roles and permissions will be worked out.
- The vendor will be provided with specifications to tailor the user submissions around Lehman College's six-step assessment process
- The next meeting with Watermark is scheduled for November 16.
- Full implementation is expected in time for assessment report submission

Annual Institutional Assessment Report:
- An annual report is being drafted based on AES, academic, and General Education assessment submissions
- The completed report will be shared with the AAC and posted on the assessment section of Lehman College's Institutional Effectiveness website

Assessment Workshops:

- Assessment Workshop *What is Success? How is it Context Dependent? How do we measure it* (For Academic and AES Units)– November 18, 2021 3:30 pm (via Zoom)

Assessment Office Hour:

- Assessment meeting with department liaisons on November 11, 2021 at 4:00 pm

The meeting adjourned at 10:40 AM.

Don Sutherland, Acting Secretary
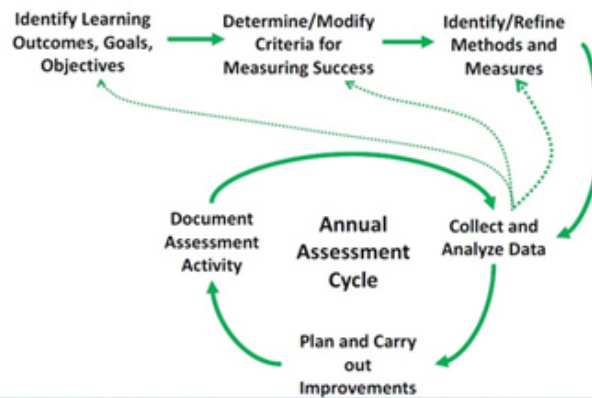
Six-Step Assessment Process Specifications

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.

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

- o 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.