Academic Assessment Council (AAC)
Meeting Notes
April 12, 2022

In attendance: Dr. Elia Machado, Dr. Zoila Morell, Dr. Juan Jesús Payán-Martin, Dr. Evan Senreich, Don Sutherland, and Dr. Devrim Yavuz Guest: Jaye Jones (via Zoom)

The meeting started at 10:04 am.

Welcome & Updates:

Assessment Manager Don Sutherland started the meeting.

- Informed the AAC of the ongoing AcMo 2.0 campaign
- Informed the AAC that the drafting of the PMP Letter is underway and that PMP data and reports are posted on the Institutional Effectiveness website

Assessment Plan Review:
- The majority of reviews are completed
- Several faculty members are reconciling differences on paired reviews
- Programs/Departments receiving the reviews are informed that the reviews offer suggestions that could be used for the next assessment cycle; it may be too late for some programs to adjust their AY 2021-2022 assessment plans
- The review process will be carried out in early fall during AY 2022-23 now that a framework has been created
- The AAC will review the process in a future meeting to see what went well, what could be improved, and address responses by those receiving the reviews

Half-Day Assessment Event
- The preliminary agenda was reintroduced
- One suggestion concerned finding a speaker from another CUNY school to serve as a keynote speaker
- It was suggested that the faculty lunch discussion include real data. The School of Education may be able to provide such data. It was felt that discussing how data could be used to guide assessment would be meaningful to faculty participants. An inquiry about the School of Education's receptiveness to the idea will be made by an AAC member.
- The event will need to be finalized in the near-term if it is to happen in May

Preliminary Discussion of Assessment Workshops and Campus Professional Development Needs
- A summary document of assessment workshops for the past two years was provided to the AAC
- Select questions to guide forthcoming professional development were laid out to facilitate the discussion
- The discussion yielded numerous ideas including:
  - Creation of a data inventory so that Lehman's users know what data exists where. This idea arose during the Strategic Plan process, but was not ultimately included in the plan. A data inventory could be a basis for increasing the role of evidence in decision-making.

- One participant noted that a department had used student EMPL ID's in pulling CUNYfirst data to examine student performance. It was suggested that the AAC explore a mechanism where all Assessment Coordinators would have access to such CUNYfirst data (would need to work through CUNY permissions) and receive training on how to access/query such data (possible workshop by Chris Buonocore)
- One participant suggested that the work of assessment coordinators could be made more rewarding by showing them how they could publish on teaching and learning in journals. This would allow them to use some of their assessment data and would elevate Lehman's visibility. It was suggested that a workshop on IRB approval (probably from the restructured Office of Research and Sponsored Programs) would be useful
- There was demand for a specific workshop or brown bag lunch dealing with assessment for Student Affairs. Cross-unit discussions between academic programs and Student Affairs could be valuable.
- Based on the findings from the AAC's review of assessment plans, a workshop dealing with benchmarks was suggested.
- There was discussion about the "continuity" of assessment plans over multiple years. It was suggested that specific guidance that captures expectations such as the practice of assessing all outcomes twice during a four-year period be developed. It was noted that some institutions have incorporated such guidance into formal policy through the governance process.
- There was some discussion concerning the description of assessment coordinators' roles. Such roles differ across programs and schools.
- Participants felt that it would be useful to broaden departmental participation in assessment beyond assessment coordinators.
- There was a question as to whether Watermark could implement an "alert" system to provide reminders about tasks that need to be completed.

Assessment Workshop:
Measures and Methods
April 15, 2022 3:30 pm

Next Meeting:

- The next meeting will be held on May 5, 2022 at 2 pm.

The meeting adjourned at 11:03 am

Don Sutherland, Acting Secretary

Attachment 1:

Assessment Workshops: AY 2020-2021 through AY 2021-2022

Workshop	AY 2020-2021	AY 2021-2022
Beginning of AY welcome to assessment coordinators	X	X
Introduction to Lehman's six-step assessment process	X	
Writing assessment goals & measurable outcomes	X	
Developing measures and metrics for assessing student performance	X	
Use of AAC&U rubrics to evaluate student work	X	
Writing student learning outcomes	X	
Use of institutional surveys in assessment	X	
Creating curriculum maps		X
What is success & how to measure it		X
Translating goals and outcomes into improvement		X
Accreditation Findings: A Snapshot		X
Assessment measures & methods*		X

*-Scheduled for April 15th.

Questions:

What should be recurring to lock in a culture of improvement?

What are the needs of new assessment coordinators? How are they best served?

What are the needs of experienced assessment coordinators? How are they best served?

How should General Education be embedded into the workshops?

What is the feasibility of providing customized workshops for Schools? What are the logistics e.g., amount of lead time?

Should questions from attendees be solicited in advance so that issues can be worked into the presentations?

Can experienced assessment coordinators serve as informal "faculty mentors" to amplify the impact of professional development activities modeled after a practice deployed by the Office of Online Education?