

**Academic Assessment Council (AAC)**  
**Meeting Notes**  
**March 2, 2021**

**In attendance:** Zoila Morell, Evan Senreich, Don Sutherland, Devrim Yavuz (via Zoom)

The meeting started at 2:00 PM

**Welcome & Updates:**

Zoila started the meeting, provided the updates, and initiated the Council's discussion. The updates were:

Submitted assessment plans: AES: 89%; Academic: 93%. Assessment activities remain underway by AES units, academic departments/programs, and General Education

An assessment workshop on rubrics was held on February 26. The workshop was led by Amanda Sisselman-Borgia and LaRose Parris. They shared insights into their long-time use of rubrics, how they adjusted their rubrics, and the benefits of the use of rubrics. The workshop slides will be posted on the assessment Blackboard site and on the assessment website. Workshop attendance was 15. A post-workshop survey will be emailed to participants by the end of this week.

CUNY Central is reviewing its Performance Management Planning (PMP) process. Adding an assessment component to the PMP report is one consideration that is under review to strengthen the use of assessment results for institutional planning and improvement. The assessment component would have the secondary benefit of providing additional documentation of assessment activities and the use of assessment results for accrediting purposes

Annual Institutional Update (AIU): Middle States will open the portal for annual student success and financial data in April. Institutions will have until mid-May (about 6 weeks) to verify the pre-populated data and to provide supplemental information.

**Assessment Management System (AMS):**

- Currently in the procurement process. If things go smoothly, that process could be completed by the end of April.
- Discussions with the vendor concerning implementation and training would follow.
- It is hoped that the procurement process will be smoother and *Planning & Self-Study* could be put in place at some point during the fall.

**General Discussion:**

- Discussion concerning the multi-year assessment framework in which all goals would be assessed continued from the prior meeting.

- Feedback on assessment plans: The Council discussed experimenting with “small team” reviews of assessment plans to strengthen the review and feedback process. The Council discussed designating the AAC as the reviewer to demonstrate that the reviews are a team process rather than an individual one. That would provide greater visibility to the Council and coherence to the overall review process.
- There was discussion about adding assessment coordinators to review teams. That would intensify engagement of assessment coordinators and provide them with greater understanding of the big picture of assessment activity. Insights could benefit their own departments/programs.
- The AAC would have a dedicated Dropbox for group discussion of assessment plans and carrying out other collaborative work. That Dropbox would be set up in the near-term.
- There was discussion of an assessment “handbook” to provide guidance and examples to faculty and staff involved in assessment activities. An outline will be developed through the collaborative process in Dropbox.
- Discussion on how academic and AES units outside of the General Education program were assessing the ILOs associated with the “Characteristics of a Lehman Graduate” framework.
- There was discussion about drafting a strategic plan for the assessment office or function in light of the new Lehman College strategic plan.
- CUNY Central’s guidance that all General Education (required core courses) syllabi contain the relevant (not all) Pathways student learning outcomes was brought to the Council’s attention.

**Upcoming Brown Bag Lunch.** The March 4, 2021 event hosted by Associate Provost Brown was announced.

The meeting adjourned at 2:51 pm.

Don Sutherland, Acting Secretary