

Academic Assessment Council (AAC)

Meeting Notes
September 7, 2021

In attendance: Jane MacKillop, Zoila Morell, Evan Senreich, Don Sutherland, Jermaine Wright, Devrim Yavuz. Guest Attendee: Elia Machado (via Zoom)

The meeting started at 10:03 AM

Welcome & Updates:

Don Sutherland provided the welcome in place of Associate Provost Brown who was in a conflicting meeting.

Assessment Management System (AMS):

- CUNY's procurement process led to the approval of *Watermark's Planning & Self-Study* AMS. A requisition is being prepared.
- The transition to the AMS could start later in the fall. The transition will include training, development of user privileges, and migration of assessment artifacts into the system. It was agreed that the AAC would have full privileges—access to all assessment artifacts from all schools, departments, and AES units.
- Dropbox will be used for AY 2021-22 plans. Those could be migrated to the AMS during fall or winter. If things go well, AY 2021-22 reports will be submitted directly to the AMS
- The Assessment Office would work with the vendor to create a "unit" where select artifacts would be available to the entire campus community to leverage the benefits of shared experiences. The AAC would identify artifacts that could be shared campus wide.

Assessment Workshops:

- The draft schedule was reviewed.
- The AAC supported the workshops.
- The AAC was enthusiastic about bringing in a speaker to discuss assessment with an equity lens. Noting how important equity is and that it encompasses all the Lehman College is engaged in, members were eager for specifics about the proposed workshop and speaker.
- The AAC suggested that presenters share artifacts following their presentations.

Review of Assessment Reports and Plans:

- A template will be provided to AAC members
- Pairs of members would review each plan (to enhance consistency and robustness of the reviews)
- Artifacts would be assigned based on random selection with the only rule being that one would not review one's own plan or report
- The AAC would use AY 2021-22 to develop a rubric to strengthen the review-feedback process.

Assessment Committee Vacancies:

- The Committee discussed the need to fill two vacant seats
- The following names were suggested and supported: Elia Machado from the Department of EEGS and Yaswantie "Ameeta" Persaud, the School of Education's Assessment Manager.

- The names will be forwarded to the Provost who would then submit them to the Senate Governance Committee.

The meeting adjourned at 10:35 AM.

Don Sutherland, Acting Secretary