

Senate Assessment Committee
Meeting Minutes, February 19, 2025
Lehman College

Members Present: Julissa Adames-Torres, Karin Beck, Martin Downing, Hummu Gado; Henry Lee, Yaswantie Persaud, Devrim Yavuz; Guests: Donald Sutherland

The meeting began with the approval of the previous minutes. With no objections or abstentions, the minutes were officially approved. The meeting started with news and announcements.

1. Senate Resolution to Extend the Assessment Cycle Timeline.

Committee members were informed that the resolution they had been working on had been approved by the Senate. They were further informed that the response to this change was largely positive, as many found the previous four-year cycle to be too tight. The committee had some clarifying questions about how the eight-year cycle impacted programs as they planned for their assessment: departments now have the flexibility to continue with a four-year cycle if they prefer or transition to the newly approved eight-year cycle; an eight year cycle, however, is still enough to meet accreditation requirements; this change allows programs to choose an approach that best fits their needs.

2. Senate Elections and Nominations

With Senate elections approaching, members were reminded to be on the lookout for nomination calls from the Governance Committee for both committee positions and at-large senators.

3. Assessment Workshops & Presentations

The committee was reminded that there was an upcoming webinar with Martin Downing and Karina Pryiomka on how Psychology used a more collective approach to assessment and with Devrim Yavuz on how to use simple rubrics to assess information literacy. This fell under the committee's prior recommendation to create opportunities for faculty from the broader campus community to engage with assessment strategies.

In addition, the committee discussed potential future workshops. Ameeta Persaud shared that faculty members are increasingly interested in learning basic data manipulation skills, such as working with pivot tables in Excel and using SPSS for research. Given this demand, there was a discussion about offering hands-on training, potentially in a computer lab setting, to provide a more practical learning experience.

Looking ahead to next semester, there was an agreement that faculty engagement in assessment-related workshops needs to be expanded. Don Sutherland emphasized the importance of recording and making workshop materials available online so that faculty who are unable to attend live sessions can still benefit from them.

The upcoming CTL event on April 9th focused on educational effectiveness and equity in the Bronx was also mentioned. The committee is looking for additional panelists who can contribute insights on assessment and social justice. While an initial outreach effort has been made through campus-wide emails, the group acknowledged that email alone is not always effective in engaging faculty. Alternative approaches, such as directly involving department chairs in communication efforts, were suggested to improve participation.

4. Institutional Effectiveness and Assessment Website

The committee also identified the assessment website as a way to make assessment more visible and turn the site into a resource for others besides assessment coordinators. Additionally, collaboration with the Center for Teaching & Learning was identified as a key strategy for increasing outreach.

5. Budget & Conference Funding

The conversation shifted to the question of whether the Assessment Office could plan and ask for a budget from the Provost's Office, particularly the possibility of securing funding for an "Assessment Day" event next year. The Office of Assessment and committee were encouraged to think about funding that could be asked for to support assessment dissemination efforts. There was also interest in supporting faculty attendance at professional conferences, including the AAC&U and AIR conferences, which focus on assessment in higher education. Members were encouraged to submit ideas for how best to allocate funds, and a shared document will be created to gather suggestions.

6. AES Units and Assessment Survey

Don Sutherland offered an update on an assessment survey, which aims to collect information on assessment practices across the institution from staff at AES units. Last year's survey had low participation, so efforts are being made to increase response rates. This was noted as being important since Middle States encouraged more be done to assess AES units. One suggestion was to introduce the survey at enrollment management staff meetings, allowing employees to complete it in real time. Additionally, the committee is exploring ways to reach other administrative units more effectively, possibly by leveraging direct communication from supervisors.

7. General Education Assessment

This year's general education assessment is focused on Information Literacy and Written Communication, particularly within flexible core and required courses. Faculty members were asked to provide information on how they incorporate these skills into their teaching, including any rubrics they use. The goal is to collect data without adding an extra burden on instructors, instead integrating assessment naturally into existing coursework. Devrim Yavuz will present updates on how the effort is going.

8. Technology & Assessment Integration

Ameeta Persaud shared her experience with the School of Education and **Student Learning & Licensure (SLL)** by Watermark. A similar software or system could be used to streamline assessment data collection for general education assessment in the future. The platform integrates with Brightspace and would allow faculty to conduct assessments directly through their course management system. The committee agreed that this could be a major step forward in simplifying assessment at the college level. The topic will be discussed further in future meetings.

9. Next Meeting

To determine the best time for the next meeting, a Doodle poll will be sent out, with a preference for Wednesday late mornings. Before adjourning, members were reminded about the upcoming assessment workshop and encouraged to participate.