

LEHMAN COLLEGE

Senate Assessment Committee

Meeting Minutes

December 11, 2023

4:00-5:00 p.m.

Present: Sean Stein Smith, Devrim Yavuz, Don Sutherland, Evan Senreich, Helen Neundorff, Yaswantie Persaud, and Victor Brown

The meeting was called to order at 4:00 pm.

Key points discussed during the meeting include the following:

- The minutes from the November meeting were approved.
- Two of the newer committee members were asked to introduce themselves, with Helen Neundorff and Prof. Stein Smith did so. Don Sutherland and Victor Brown also provided an update around cross-listing of information around the upcoming faculty survey and existing assessment information.
- Prof. Yavuz reviewed previous comments from Victor Brown around the creation and dissemination of a survey of the Lehman community around assessment in the lead-up to the next Middle States visit. Don Sutherland explained some of the context around the assessment survey in accordance with Middle States policies and re-assessment visit in 2027-2028. Additionally, these comments clarified the goals and scope of the survey.
- Don Sutherland also mentioned the current status of faculty/staff responses to his office's request for survey input, with Prof. Yavuz suggesting a reminder to increase the response rate. Comments on the shared document to finalize survey questions was established to be early January to help ensure an on-time survey distribution. Committee feedback is to be collected by December 21st.
- Don also expanded upon who will be taking this assessment survey, including faculty, administrative staff, and students if possible. Faculty respondents will potentially include all faculty members, and not just limited to assessment coordinators and heads of AES units. Victor Brown also added that although individual faculty members may be in charge of assessment policies for individual schools and programs, the responsibility for assessment ultimately falls with either VP's or Deans.

- Prof. Yavuz suggested that open-ended questions might improve faculty responses to the survey, with Don Sutherland adding that both open-ended and more focused questions will be included. Don also expanded which specific subsets of questions will be asked of different Lehman community populations. Prof. Yavuz then also added that certain groups of questions can be garnered from examining the institutional effectiveness website at Lehman. Don also mentioned using artificial intelligence tools to assist with the assessment process, in addition to suggestions around looping in other support and administrative staff at Lehman.
- Helen also added some additional context as to what questions might make sense to ask students about regarding the assessment process, specifically connecting departmental learning goals to current class offerings.
- Prof. Yavuz shared the memo prepared by Victor Brown, discussing the General education Council, with Victor Brown adding additional context around how the Council was established, goals, and role in the general assessment process, including council composition. Further discussion was held about how representatives would be chosen to serve on the council and associated General education assessment initiatives. Further discussion was held around improving faculty education and training around General education assessment, including the current state of General education assessment in the context of Lehman College's overall assessment strategy.
- The committee also discussed the appointment of a point person to head up General education assessment for all of Lehman College, including discussions around training and balancing the workload linked with these assessments. Additionally, a discussion was held around the planning and budgeting for the personnel to serve as the General education assessment coordinator, as well as the differences between CUNY-wide efforts as well as college-by-college assessment. Victor Brown indicated that the formation of this committee would take place at the beginning of the Spring 2024 semester.
- A discussion was held around the functionality of Watermark to serve as a tool to assist with mapping General education assessment tasks to competencies and learning goals/objectives. Prof. Persaud commented that such an approach is already underway in certain areas of school-by-school assessment, but that for the entire school that is not currently allowed with existing functionality.
- The meeting concluded with suggestions around how the assessment committee could begin researching potential members to serve on the General education council, and reaching out to the COACH team to coordinate and work with the assessment committee.