LEHMAN COLLEGE

Senate Assessment Committee

Meeting Minutes

November 21, 2022

Present: Tomohisa Hattori, Evan Senreich, Devrim Yavuz, Gary Ford, Victor Brown, Donald Sutherland, Tameka Ridley, Mindy Collette, Katelyn Angell, Vincent Prohaska

The meeting was called to order at 1 p.m.

1. Approval of October 24, 2022 meeting minutes

2. Presentation by Professor Vincent Prohaska on the history of the committee and the Middle States report

    2.1. The prime objective of creating a Senate Standing committee was to make the body (which existed in different forms) a permanent part of Lehman College that would not be subjected to changes in administration or to the Office of Assessment.

    2.2. Some areas needing improvement were identified by the Middle States report, including:

        2.2.1. Documenting assessment activity at a more centralized level

        2.2.2. General Education assessment (also a CUNY-wide problem)

        2.2.3. The lack of College-wide assessment (hence the current body, Office of Assessment, and IE website)

        2.2.4. SLOs were not consistently showcased or embedded in syllabi

        2.2.5. Closing the loop activities were not documented and the information was not integrated into college-wide activities such as budgeting.

3. The Committee members were presented a progress report by Donald Sutherland (Office of Assessment), Dr Victor Brown (Associate Provost) and Victor Prohaska

    3.1. There was a more centralized structure put in place with the Associate Deans working as facilitators for Assessment Coordinators and to centralize information

    3.2. General Education is more consistently reviewed (but more could be done; something the Committee can do)

3.3. The new Watermark reporting tool could become a useful tool to tackle such lacunae as closing the loop, documenting assessment activities and streamlining outcomes

3.4. However, the Senate Committee on Assessment can also work to encourage further improvement by working on two-three Senate resolutions:

   3.4.1. Encouraging programs and AES units to have learning goals front and center on their websites

   3.4.2. Devising policy for the assessment of General Education

   3.4.3. Using the deployment of the new reporting system as an opportunity to streamline some learning objectives

4. Members of the committee brainstormed about these steps, the discussions included:

4.1. The need to see whether both AES and academic units were keeping up with Middle States recommendations and how the committee could work in the future to ensure that all levels of the college were participating. Some members felt that working with AES units was paramount to achieving some of Middle States's recommendations.

4.2. The deployment of Watermark (and some of its features) was seen as a great opportunity to tackle some of the past problems (including closing the loop, keeping a record of assessment activity and giving them greater visibility, as well as urging various units to streamline the outcomes).

4.3. It was therefore agreed that the committee would work on preparing resolutions for the 2nd or 3rd session of the Senate in the Spring of 2023.

4.4. It was also agreed that units should be given some time to experiment with the new reporting system in order to see whether forming a sub-committee on facilitating the adoption of new, more streamlined learning goals was warranted

NOTE: Before accepting the minutes it was also pointed out that point 4.1 should include discussion on the institutional effectiveness plan moving forward.