

Senate Assessment Committee  
Meeting minutes, September 17, 2024  
Lehman College

Members present: Julissa Adames-Torres, Karin Beck, Martin Downing, and Devrim Yavuz  
Observer: Donald Sutherland

The committee did not have quorum. Thus, most of the meeting time was devoted to introducing the three new members who graciously agreed to serve (Profs Adames-Torres, Beck, and Downing) to the committee's work, as well as planning for next steps.

1. Approval of the prior minutes

Devrim Yavuz mentioned that given members' busy schedules last week that the minutes from the last meeting had been approved via internet vote. The current members agreed to share the past minutes for posting on the senate website.

2. Choosing a Chair

The election of chair was postponed till the next meeting for lack of quorum. Devrim Yavuz will continue to be chair till the next meeting.

3. News and Announcements

Donald Sutherland from the Office of Institutional Effectiveness noted that his office was going to hold a training session for assessment coordinators on the relatively new reporting system (Watermark), where they would be able to also do some work uploading their departments/units' plans and reports. It was agreed that this type of clinic that caters to the needs of the coordinators were welcome and that the chair would advertise them on the senate floor.

4. Survey of Assessment, Follow up with Donald Sutherland

Donald Sutherland mentioned that the survey of assessment got a low response rate last year (especially from AES staff) and that it would be redeployed again in Fall 2024 with better advertisement. The survey of students is being analyzed. It was agreed that the committee was able to help advertise the survey or provide ideas for its advertisement.

5. General Education

The new members of the committee were introduced to some of the challenges involved with general education assessment and it was mentioned that the committee would discuss this with a fuller committee.

6. Assessment timeline resolution

Devrim Yavuz presented a resolution on more clearly defining and extending the assessment cycle's timeline from 4 to 8 years. It was stressed that this was something that the committee had voted to work on last year and also reflected best practices and the desire of the campus

community. The draft was shared with the members present and will be voted on during the next meeting.

7. Dropbox

It was discussed that assessment materials and committee materials could be shared through Dropbox. To this end, the committee will share the members' user names.