

Senate Assessment Committee
Meeting Minutes, December 5, 2025
Lehman College

**LEHMAN COLLEGE Senate Assessment Committee Meeting Minutes December 5, 2025
12:00 p.m. – 1:10 p.m. via Zoom**

Present: Julissa Adames-Torres, Martin Downing, Ameeta Persaud, Robert Utzinger, Hank Williams, Devrim Yavuz, Oluwabusayomi Owoaje, Fatou Kane, Wilmary Dickson, Donald Sutherland (Guest),

I. Approval of Minutes The committee reviewed the minutes from the previous meeting. **A motion was made and seconded to approve the minutes, which passed by a unanimous vote.**

II. Introductions and Announcements The committee introduced and welcomed a new student member, Oluwabusayomi Owoaje, a third-year biology major. **The committee confirmed that quorum was met** to proceed with official business and voting.

III. General Education Assessment Subcommittee The committee engaged in an extensive discussion regarding the potential formation of a **General Education (Gen Ed) Assessment Subcommittee.**

- **Rationale for the Subcommittee:** It was noted that a subcommittee could focus on the "heavy lifting" of Gen Ed assessment (similar to committees such as the UCC) which the full committee may lack the time to address in its limited monthly meetings. Establishing a dedicated body would provide **added credibility** during future accreditation reviews.
- **Challenges and Past Context:** The committee reviewed historical challenges, including internal debates over the definition of assessment and the difficulty of "closing the loop" on Gen Ed data since it often lacks a central department or school "home."
- **Workload and Membership:** Concerns were raised regarding whether a subcommittee would successfully attract new volunteers from the broader campus or simply add more work to existing members. It was suggested that the subcommittee should have a **specific, finite charge and timeline** to attract participants, potentially recruiting from those already working on Middle States Standard 3 or those involved in LEH course planning.
- **Action Taken:** **The committee voted in principle to establish the subcommittee,** passing the motion with 6 "yes" votes. The committee will work on drafting specific language regarding the subcommittee's tasks and reporting structure to be presented at the February meeting.

IV. Assessment Timeline and Review Schedule The committee discussed the **implementation of a formal review schedule** for assessment plans and reports, modeled after the Undergraduate Curriculum Committee (UCC) process. It was reaffirmed that the committee had previously voted to adopt an **eight-year assessment cycle** (rather than a five-year cycle) to allow programs more time for meaningful curricular interventions to take effect. A tentative multi-year timeline for Gen Ed assessment will be developed and brought to a vote at a future meeting.

V. Facilitating Data Collection and Reporting The committee explored strategies to help departments harmonize and streamline the collection of assessment information.

- **Ameeta Persaud shared** the School of Education's experience with **Watermark**, which integrates with Brightspace. While this tool is intended accreditation, it could potentially serve as a model for broader campus use.
- **Capturing Informal Assessment:** Discussion focused on meaningful departmental conversations about student success, graduation rates, and retention that often do not reach the formal Watermark system. Ways to collect this information was discussed with also additional ways to showcase that different courses across campus use similar assignments/rubrics without threatening academic freedom.

VI. Adjournment The committee expressed appreciation to the members and student representatives for their service throughout the semester. **The meeting was adjourned at approximately 1:10 p.m.**