

Senate Assessment Committee
Meeting Minutes, October 31, 2025
Lehman College

Members present: Karin Beck, Wilmary Dickson, Martin Downing, Fatou Kane, Ameeta Persaud, Robert Utzinger, Hank Williams Devrim Yavuz (Chair, Sociology)

Guests: David Hyman, Jaye Jones, Don Sutherland

1) Approval of the minutes and agenda:

An addition was made to the agenda to discuss the upcoming changes to the LEH requirements. Two sets of prior minutes—from March and September, 2025.

2) Announcements

Robert Utzinger announced that **he** located the Business School's internal assessment rubric. **He** agreed to upload it to the Assessment Dropbox so that the committee may review it and potentially use it as inspiration for other programs. The Chair emphasized the need to streamline information sharing and find ways for programs and departments to learn from each other

2) Selection of Committee Chair

Devrim Yavuz was re-elected Chair by a unanimous vote . **He** reiterated **his** willingness to support anyone interested in serving as co-chair.

3) Changes to LEH Requirements

Karin Beck, Associate Provost, provided an update on the proposed changes to the LEH (College Option Pathways General Education Degree Requirements) curriculum. The changes have been approved by the Undergraduate Curriculum Committee (UCC) and are scheduled for a Senate vote on November 5th (NOTE: The Senate voted to send back the proposal to get more campus input).

- **LEH 250** (a first-year class) counts toward one of the two required LEH classes .
- **LEH 365** will be designated for transfer students , combining a topic with support elements related to transferring to and orienting within Lehman College, as well as preparation for life after Lehman . This course cannot be taken twice .
- **LEH 366** will be an interdisciplinary topic course , requiring classes to demonstrate coverage from at least two disciplines . This course can be taken twice to replace an F grade (CUNY F policy) or multiple times (up to five) for credit, similar to other topic courses .

As the curriculum change was developed by a UCC LEH subcommittee that focused solely on curricular revisions, Karin Beck suggested asking members of that UCC subcommittee to contribute to the assessment of the College Option LEH classes .

4) Forming a General Education Assessment Subcommittee

The Chair proposed forming a subcommittee dedicated to General Education Assessment, covering both LEH and Flexible Core courses.

• **Rationale:** General Education assessment is challenging because these courses are not housed within specific departments for LEH and for pathway courses, Departments and

Programs might have other assessment commitments. A subcommittee would advise the campus on best practices and assessment ideas for these courses.

- **Broader Context:** David Hyman and Karin Beck noted that General Education Assessment is a major undertaking that should align with a broader conversation about general education coordination campus-wide. Don Sutherland suggested that the Middle States Standard 3 (Educational) working group could be charged with examining general education more broadly,

- **Committee Action:** The committee agreed that forming a smaller General Education Assessment Subcommittee now would signal the committee's seriousness about general education assessment. This subcommittee could then recommend the formation of a body with a broader mandate later.

- **Next Steps:** It was decided that Devrim Yavuz, Don Sutherland, Robert Utzinger, and Martin Downing will collaborate on drafting a text defining the roles and charge of the proposed General Education Assessment Subcommittee for a vote at the next meeting .

5) General Education Assessment Timeline

The existing General Education Assessment timeline has expired. Given that the committee previously voted to expand the campus assessment timeline to eight years, the committee discussed whether to apply the eight-year cycle to General Education as well .

Key Considerations:

- An eight-year cycle would allow for more in-depth assessment, though certain learning objectives would be assessed less frequently .

- Moreover, an eight-year cycle would allow time to break down institutional learning objectives (ILOs), such as communication skills, further to assess specific aspects (e.g. written vs. oral communication).

Action Taken: The committee voted for an 8-year general education cycle and also voted to start the 8-year clock with the AY24-25, with the caveat that some of its components could be broken down further in the future. Devrim Yavuz (as General Education Liaison) will work with Don Sutherland to draft a full 8-year assessment timeline for committee review .

6) Facilitating Information Streamlining/Sharing

The committee discussed methods to facilitate the collection and sharing of informal assessment activities already occurring across campus that are not documented as "Assessment with a capital A".

- Don Sutherland confirmed **he** is working on a mechanism to collect information on reviews and improvement initiatives conducted by academic programs and Administrative and AES units over the past four years, which will inform the self-study report .

- Martin Downing suggested surveying coordinators and chairs to capture informal assessment activities, such as using CUNY First data for curriculum discussions or retention analyses .

- Karin Beck proposed starting an **Assessment Newsletter** (perhaps published once per semester) to highlight departments' informal work and showcase examples of assessment activities, thereby celebrating work and encouraging input .

- Robert Utzinger proposed creating a very basic, generalized template or checklist for assessment that department heads and AES units could use to easily aggregate information .

Action Item: Devrim Yavuz and Don Sutherland will prepare a draft checklist/template of assessment items for both academic programs and AES units, which the committee will discuss at the next meeting .

7) Adjournment and Next Meeting

The Chair will send an invitation to see if **December 5th will work for people tentatively** .