

Academic Assessment Council (AAC)

Meeting Notes
October 7, 2021

In attendance: Victor Brown, Elia Machado, Jane MacKillop, Zoila Morell, Juan Jesús Payán-Martin, Evan Senreich, Don Sutherland (via Zoom)

The meeting started at 2:02 PM

Welcome & Updates:

Associate Provost Brown started the meeting. He welcomed the Council's new members, Elia Machado and Juan Jesús Payán.

Assessment Management System (AMS):

- The Council was informed of the implementation process for the *Planning & Self Study* system is underway.
- The kickoff meeting will be held on October 12.
- A short presentation (end of document) on the AMS implementation was provided.
- Questions concerning log-ins, privacy/permissions, mapping of outcomes (CLOs, PLOs, and ILOs), and reporting of results were raised and discussed.
- The AAC will receive regular updates throughout the implementation process.

Assessment Workshops:

- Senior Registrar Yvette Rosario and Associate Provost Brown will be providing a workshop on Curriculum Maps.
- The workshop will be held on October 14 at 3:30 pm via Zoom.

Institutional Effectiveness Website

- The AAC was given a "tour" of the [Institutional Effectiveness website](#).
- The purpose and benefits of pulling the pages together under a single website were described.

The meeting adjourned at 2:55 PM.

Don Sutherland, Acting Secretary

Presentation on the Assessment Management System

Planning & Self-Study

Update

October 7, 2021

Context

- Lehman College ended its use of *Taskstream* in November 2017.
- Lehman College committed to the Middle States Commission on Higher Education that it would adopt a new Assessment Management System (AMS) to replace *Taskstream* during its re-accreditation in 2018.
- Lehman College reviewed multiple packages by multiple vendors. The AAC, along with I.T., and other institutional stakeholders played a pivotal role.
- COVID-19 delayed the CUNY procurement process and increased the emphasis on costs.
- Watermark Insights' *Planning & Self-Study* cleared the CUNY procurement process early this fall.

Lehman's Requirements for an AMS:

- The AMS would accommodate the following activities:
 - Academic and AES assessment
 - General Education assessment
 - Program Review
 - Strategic Planning
 - Development of program and institutional Self-Study Reports
- Robust Reporting to guide continuous improvement and planning
- Institutional ability to grant permissions e.g., access to visiting accrediting agency teams
- Capacity to accommodate an increasing culture of evidence and improvement

The Implementation: Where Things Are

- The invoice has been paid.
- The implementation planning is in its early stages.
- A Project Manager has been assigned to work with Lehman College
- Watermark Insights has been provided with basic information about Lehman College's needs and expectations, along with key contacts.
- A “Kickoff Meeting” will take place on October 12.

The Implementation Process

- Phase I: Implementation Kickoff: 3 meetings/1 month
 - Meet implementation team
 - Define goals and timeline
 - Create a project plan
 - Single sign-on setup
 - Data imports and verification
- Phase II: Administrator training & best practices: 4 meetings/2 months
 - Assessment project settings
 - Create outcomes & rubrics
 - Project assignment creation & artifact upload
 - Project deployment & scoring

The Implementation Process

- Phase III: Go Live: 3 meetings/ 1 month
 - Enter outcomes
 - Track cyclical assessment plan data
 - Review assessment planning reports
 - Validate data collection
- Phase IV: Partnership for continued success
 - 24/7 support
 - Help center, guides, and videos
 - Regular training webinars and releases

Preliminary Lehman Timeline

Late September	Complete and submit the Planning & Self Study Project Readiness Checklist & Scope Questions (attach learning outcomes: ILOs, programs, courses).
Late September	Kickoff meeting to make introductions, confirm executive sponsor and system administrator(s), provide an overview of the implementation process, discuss implementation goals, and explore campus/Watermark support options
October	Goal-based implementation and administrator training for outcomes assessment planning and curriculum mapping, syllabi repository
October	Templates created based on Lehman's 6-step assessment process, program review, strategic plan, accreditation, and self-studies
October	Training materials
November	Integration of agreed AMS components with the IE website (login link, select reports)
November	Early adopters pilot the AMS
November	Lehman training campaign is developed
December-January	On campus training
January	Import of users, courses, outcomes <u>is</u> completed
February 1	Target launch date: February 1, 2022. Full implementation begins – all AY 2021-22 assessment reports will be submitted directly into the system when they come due at the end of the semester

The October 12 Kickoff Meeting

- The Kickoff Meeting Agenda:
 - Introductions
 - Confirmation of Executive Sponsor and System Administrators
 - Overview of the Implementation Process
 - Discussion of Implementation Goals
 - Exploration of campus and Watermark support options

Implementation Stakeholders

- Executive Sponsor: Communicates and evaluates implementation goals; champions the project
- System Administrators: Primary point of contact for Watermark. Responsible for initial system configuration during implementation; manages ongoing system maintenance and tasks
- Technical Representative(s): I.T. Configures data import files, integrations.

Assessment AY 2021-2022

- Plans will be placed into Dropbox
- Reports will be submitted into *Planning & Self-Study* (if the implementation schedule is met)

Questions & Answers
