**Hunter College Assessment Council**

Wednesday, February 19, 2020

1:10 – 2:50 PM

Hunter West1119

**Meeting Notes**

Attendance

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| **Name** | **Department** |
| Ryan McNeil | Assessment |
| Joel Bloom | Assessment |
| Amber Martin (plus to ASL Interpreters) | Psychology |
| Christopher Mitchell | WGS |
| Yonatan Abranyos | Physics |
| Wendy Raver | Religion |
| Gina Riley | SPCD/Senate Assessment Committee |
| Joanne Edey-Rhodes | AFPRL |
| Michael Lee | Political Science |
| Daniel Harris | Philosophy |
| Ken McLaughlin | Economics (undergraduate) |
| Jim Llana | Provost Office |
| Christine Tan | Economics (graduate) |
| Sissel McCarthy | Film & Media |
| Louisa Thompson | Theatre |
| Robert Cowan | Arts & Sciences |
| Kirsten Grant | Chemistry |
| Randy Rutberg | Geography & Environ Sci. |

Meeting started: 1:21pm

1. Introductions
	* Future meeting start time moved to 1:20pm. Room will still be open and food available by 1:10pm.
2. Committee Updates
	* Committee on Academic Assessment & Evaluation (G. Riley)
		+ Noted that Hunter currently includes no class on race/ethnicity as part of the diversity requirement.
	* General Education Requirements Committee (L. Kowerski – not present)
3. Director’s Report
	* Update on progress with regard to LiPS assessment
	* Web page updates (R. McNeil)
		+ Assessment fellows (with bios & portraits) listed on assessment website.
		+ Essential forms are now available on the Assessment Department Website.
		+ All Spring events are now listed in our Events section. \*Note that this does not include *all* ACERT-hosted events, which are available on ACERT’s own web page.
			- As of today’s meeting, we will begin uploading meeting notes and documents to the Assessment Department website after each meeting.
		+ Please feel free to contact Ryan with any questions or requests at rmcnei@hunter.cuny.edu.
4. Assessment & Academic Program Review (R. Cowan)
	* We’re seeing better use of assessment results in self-studies. Assessment results have aided in advocating for better allocation of increasingly limited resources.
	* Emphasis of importance of academic program review.
5. Refresher/Review of 2019-2020 PLO assessment report template
	* Discussion of how to use the template. [Templates distributed / The template can be found on the Assessment Department home page or [Click Here to Download a Copy](http://www.hunter.cuny.edu/academicassessment/repository/files/2019-2020%20Program%20Assessment%20Template%209-16-19.docx)]
		+ We will be working to avoid any confusion about which templates/rubrics correspond to which levels and course groups.
	* Thumbnail assessment plan (1st page)
	* Requested attachments. Please attach:
		+ Assessment Plan, Rubric(s) uses, Assignment prompts/guidelines, exam questions used.
		+ No need to include actual samples of student work.
	* Application to graduate programs/multi-program departments – each degree program or major should have its own, separate, assessment report.
	* Possible motivation for department chairs in the potential to use assessment results to argue for additional funding in the future.
	* Importance of continuous study. Suggestion that assessment results be discussed in a department meeting, or a separate dedicated meeting.
	* Norming sessions are useful for comparing assessment between instructors and increase uniformity and reliability in assessment.
	* Reminder that reports are for programs, not each individual classes, so there should be one report, and only one report, for each program.
	* There was some discussion about separate tracks within a major vs. separate majors. Chemistry and Media/Film Studies need different PLOs for different majors.
6. Coming Events:
	* Assessment Breakfasts (10:00-11:30am):
		+ 3/11: Assessment & Diversity (A. Martin)
			- How we can use assessment to better support students?
		+ 4/29: Assessment Fellow Presentations
		+ Thinking ahead to fall topics: Ideas? Requests?
	* Fall Assessment Symposium & Excellence in Assessment Awards: Details to be determined. Ideas? Requests?
	* Assessment Council Meetings (1:10-2:50pm, room 1119 Hunter West):
		+ March 18th
		+ April 29th
7. Other Business/Notes
	* Dr. Bloom will be available to meet individually about assessment in the next 2 weeks.
	* We will soon be calling for applicants for 2020-2021 assessment fellows.
	* CUNY Assessment council has also been discussing non-academic assessment.
	* Please contact Dr. Bloom with any suggestions for future agenda items.

Meeting adjourned