

**Meeting Minutes: February 5<sup>th</sup>, 2015**  
**Assessment Committee**

**Attendees:**

- Geoff Martin
- Harry Sdralis
- Akbar Ebrahim
- Diego Baez
- Kate Connor
- Cari Hennessey
- Mike Davis
- Joshua Garcia Jones
- Ana King
- Dean DeShaunta Stewart
- Derek Lazarski
- Joy Walker

**Meeting Minutes**

**1. Approval of Dec. 4<sup>th</sup> Minutes**

- minutes approved

**2. Committee Introductions & Vision (Geoff)**

- committee members introduced themselves

- Geoff read the committee charge: *The Assessment Committee at Truman College is an interdisciplinary group composed of faculty and administrators who collect, review, analyze, and disseminate data to maintain high standards for learning quality, and ultimately, to improve student learning.*

- Geoff envisions bringing about greater involvement in the committee from current reps. and from administration by dividing up the meeting time into four parts:

- 15 min for Classroom Assessment of teaching and Learning
  - Modeled on Metropolitan Community College (Kansas) - Flash 5 presentation
  - 5 slides in 5 minutes - an informal assessment "report"/presentation to committee
  - Showcasing In-Class/Tenure-Track/LC assessment work to committee
  - Building archive of FDW-ready mini-presentations (3 or 4 to share in August?)
  - Mainly: building interest/excitement/curiosity/access into the scholarship of teaching & learning
- 15 min for administration
  - This gives the offices of Instruction, Institutional Research, and Academic Support Services the opportunity to bring data/reports to the notice of the committee for added discussion, commentary, and information-sharing.
- 15 min discipline initiatives
  - Opportunity for Joy & Depts to report on current course-assessment practices
- 15 min. for Gen. Ed. Assessment

Approved 03/05/15

- Opportunity for Geoff to share updates on Gen.Ed. Assessment plans and to solicit feedback, critique,
- 3. **Update on Director of Academic Support Services (Derek)**
  - Derek Lazarski updated the committee on his new position and responsibilities
  - He wants to assessing tutoring/consulting better
  - He wants to take the data from our studies and implement them with Academic Support Services
- 4. **Assessment in Practice (teaching & learning): an idea (Geoff)**
  - further discussion about the “Flash 5” presentations
  - Committee approved adding this element to our monthly meetings provided we stay on time and adopt specific guidelines
- 5. **Assessment across General Education (Geoff)**
  - Spring 2015: Assessment of Written Communication
    - sample size (Cari)
      - Cari updated the dept. on her plans to code several versions of sampling procedures we could select.
      - The committee needs to decide between varying levels of logistical feasibility and different levels of statistical confidence we would like to have
      - The sampling will be done for early March
      - Joshua raised concerns about Social Science courses currently listed. Will send updated list after consultation with Dennis.
    - logistics: letter, roster, labels? (Geoff & Joy)
      - Discussion/editing of language contained in Letter to Faculty Members who are sampled in the GenEd study
      - Geoff will write an email for each Dept. Chair to share with all FT and PT faculty. This will alert Truman faculty of this impending study.
      - Geoff will share this at Chair’s meeting
      - All committee reps. are asked to request 5 min. at their next dept. meeting to update their colleagues about this study and answer any questions.
      - Joy updated the committee on labeling (barcode printers); open-source software is available but inconsistent. Procurement will likely take too long.
    - selecting faculty readers? (Geoff)
      - Item to be discussed at March meeting
- 6. **Assessment in the Disciplines (Joy)**
  - Joy identified that she plans to work with Social Science department this semester on current course-assessment procedures.
- 7. **Closed Meeting (Faculty only)**