



Assessment Committee Harry S Truman College

Chair – Jen Asimow

Vice-Chair – Maeve Massini

Secretary/Archivist - Katie Ediger

Minutes from April 27, 2023
2:00-3:00 PM

Present: Andrew Kerr, Jennifer Asimow, Katie Ediger, Madi Johnson, Scott Cummings, Carleisha Dixon, Allison Zures, Kimberly Dismuke, Maeve Masini, Brandon Bumstead, Harry Sdrails, Zebdee Woods, Rahm Almarzah, Ritch Keitel

Apologies: Ana King

Absent:

- 1) The meeting was called to order at 2:00PM.
- 2) The committee reviewed and approved the minutes from April 13, 2023. Andrew motioned to approve. Scott seconded the motion. Minutes approved.
- 3) Chair's Updates: Jen Asimow

A. District update. The district assessment meeting took place yesterday, April 26. Jen asked who has Adult Education represented on their committee. The other schools that have adult ed do *and* who have a working assessment committee have representatives.

B. UIPUI- proposal accepted. The conference is the last weekend of October. The proposal included Jen, Andrew and Brandon, but if other members of the committee want to join the presentation, let Jen know.

C. Election of Officers –

Maeve Masini – Vice Chair 2023-2025 Katie moved to elect Maeve. Andrew seconded. Motion approved.

Brandon Bumstead – Chair, General Education, 2023-2024 Andrew moved to elect Brandon. Motion approved.

Madi Johnson – Secretary/Archivist 2023-2025 Brandon moved to elect Madi. Katie seconded. Motion approved.

D. Inquiry and Analysis – Development of Tool updates

1. Thank you to those who reviewed the [tool](#) . Jen ran the Flesch Kincaid Calculator on the tool and the first 2 case studies and questions came back as 7th-8th grade reading level. The 3rd and 4th case studies and questions came back as 10th-12th grade level.

2. Motion to approve the Inquiry and Analysis Tool. Jen doesn't think that enough committee members have reviewed the tool. The I & A Tool will be approved via a proxy vote during week 16.

E. Newsletter – the One Tru Assessment Newsletter is complete. The link can be found [here](#). Motion to approve the Newsletter. Madi moved to approve the newsletter. Andrew seconded. Motion approved.

F. Assessment Year – End Report – The report will be done next week.

1. Approve by proxy vote by May 10th, 2023. Teams reminders are not working. Drop dead due date of Wednesday May 3rd. Jen will send a reminder beforehand.

G. Approve the changes to [Committee's Charge and By-Laws](#).

Motion #1 – Remove the following from the section entitled: Voting Members

2. ~~One representative from Truman Faculty Council, appointed by the Truman Faculty Council~~ Brandon moves to approve this change. Katie seconds. Motion succeeds.

Motion #2 – Change the language from Department Assessment Liaisons to *Department/Unit-Level Assessment Liaisons* Andrew motioned to approve, Brandon seconded. Motion approved.

Motion #3 – Add the following language under Department/Unit-Level Assessment Liaisons

Duties

1. *Serve as a voting member of the Truman College Assessment Committee as the department/unit-level representative*
2. *Read all assessment – related documents (i.e., the Handbook, the Charge and By-Laws)*
3. *Attend all assessment committee meetings*
4. *Organize and coordinate assessment Activities within the department/unit*

5. *Provide updates to the Committee about Departmental/Unit-Level Assessment Activities, as requested. Provide updates to the Departments about college-wide assessment activities.*
6. *Read and respond to assessment – related emails and messages within 24-48 hours (about 2 days)*
7. *Participate in FDW. Adjunct faculty will receive additional compensation for participation and attendance at any assessment related FDW sessions that fall outside of the paid "all faculty" day.*

Deliverables

1. *Prepare a semester summary on departmental/unit-level assessment activities to be included in closing the loop communications (i.e., 4-Phase Study, the Assessment Newsletter)*
2. *Write a report on departmental/unit-level assessment activities to be included in the Assessment committee Year-End Report.*

Madi motioned to approve, Andrew seconded. Motion approved.

4) Next meeting – In lieu of a May meeting during finals week, Jen proposed that the two outstanding tasks for the year (Reading and Approving the Year-End Report) to be done by proxy vote. Jen will send links to vote. In addition, the I and A tool will be reviewed and voted on at that time.

5) AOB

How does the rhythm of the meetings feel now that we have been doing this for two semesters?

Feedback:

- The committee needs a better way to be reminded of tasks and due dates.
- Norming session for Effective Communication was very helpful.
- There is a domino effect when members do not meet deadlines.
- The hybrid format of the meetings makes aspect of committee work difficult
- Meetings that are task focused are helpful. Perhaps we could switch to having one meeting that is task focused and one that is business focused.
- Could some of the time be spent talking about assessment more generally?
- Time set aside for more discussion.
- Ignite presentations. How do we get them limited to 5 minutes? Opening it up for folks to share what they are doing.
- Could we pair folks who are new to the committee with people who have been on it for longer?
- Reaching out to others in the department to lighten the load on assessment committee reps.
- Could we have some kind of standing working meeting that could be cancelled as needed?
- Jen: when we think about assessment, we should be looking to specialized professional associations or to our transfer partners in order to cross walk the goals and outcomes from the programs and departments.

- Allison suggested: simple outlook "meetings" as reminders from 8:30 am to 9am on the days they are due can be really helpful.

Meeting adjourned: 2:59 pm

Respectfully submitted by Katie Ediger, April 27