



**Assessment Committee
Harry S Truman College**

Chair – Jen Asimow

Vice-Chair – Maeve Massini

Secretary/Archivist - Madi Johnson

Minutes for September 28, 2023

In attendance: Jen Asimow, Madi Johnson, Brandon Bumstead, Katie Ediger, Maeve Masini, Andrew Kerr, Ana King, Ritch Keitel, LaSandra Skinner, Edwin Whitfield, Rahm Almarza

Apologies: Leah Page

Absent: Social Sciences Representative, Biology Representative

1) Call to order at 2:04 PM

2) Approval of Minutes from September 14, 2023. Andrew motioned to approve. Katie seconded. Motion approved.

3) Chair's Updates

-Semester Calendar - Draft

Week 5 – Sept. 25	-Present the calendar of deadlines for the fall semester
Week 6 – Oct. 2	
Week 7 – Oct. 9	-Reach out to faculty explaining the upcoming I and A Assessment, ask for volunteers - Brandon
Week 8 – Oct. 16	-Write the report on the Assessment of Effective Communication
Week 9 – Oct. 23	-Continue to write the report on the Assessment of Effective Communication
Week 10 – Oct. 30	-Continue to write the report on the Assessment of Effective Communication -Edit and approve the communications accompanying, I and A Assessment
Week 11- November 6	

Week 12 – November 13	-All newsletter submissions in to Madi -Distribute I and A assessment to all faculty with explanation letters/due dates
Week 13 – November 20	-Send reminder to faculty about posting the I and A Assessment
Week 14 – November 27	-Thank the faculty for sharing the link to the I and A Assessment. Remind them of the due date and to send a reminder to their students.
Week 15 – December 4	Present the Report on the Assessment of Effective Communication for a committee vote.
Week 16 – December 11	-Share the Report on the Assessment of Effective Communication with the Truman Community -Close the I and A assessment/December 15

-Communicating Deadlines to Committee Members: Jen is going to try creating reminders on Outlook calendars. We will try with one and see how it goes. (Set an “All Day event” and then a reminder option for one week before with an email option.)

-Reminder, all liaisons and executive committee members should prepare something for the Assessment Newsletter

-ICDEIAB (Intercultural Competence, Diversity, Equity, Inclusion, Accessibility and Belonging) ideas (see [Rich's Report](#)):

-It's not about making sure we are doing it right, but is also about ensuring that we are not harming a student in the process. (What we are doing and what we are not doing.)

-Keeping all issues of equity and assessment at the top of discussions for unit level assessment. We should all be thinking about what we are doing in each of our departments.

-Keeping, or maintaining, a diversity equity checklist (something that would need to be created. There is a list in the handbook from the National Institute, but it is not extensive.) Jen is going to begin working on this.

-It was proposed to bring Lauren Daley in to talk about what she is doing in relationship to this work in the Access Center.

4) Department/Unit Level Assessment Updates/Report

-Introduce new members: Edwin Whitfield from CIS/Business

5) General Education Updates/Report

6) Sub-Committee Work

1. [Sub-Committee 1 – Closing the Loop](#) - Andrew, Brandon, and Ana
2. [Sub-Committee 2 – Department/Unit-Level Assessment](#) - Maeve, John, Leah
3. [Sub-Committee 3 – Critical Thinking](#) - Madi, Katie
4. [Sub-Committee 4 – Major Documents](#) - Jen, Ritch

7) A.O.B.

Meeting adjourned 3:04 PM