



Assessment Committee
Harry S Truman College
Chair – Jen Asimow
Vice-Chair – Maeve Massini
Secretary/Archivist - Madi Johnson

Minutes for April 25, 2024

In attendance: Jen Asimow, Ana King, Andrew Kerr, Katie Ediger, Madi Johnson, Leah Page, Diego Baez, Harry Sdralis, Rahm Almarza, Maeve Masini

Apologies: Rich Keitel, Brandon Bumstead

Absent: LaSandra Skinner, Edwin Whitfield

1) Call to order

2) Approval of Minutes from April 11, 2024. Ana motioned to approve the minutes from 4/11/24. Andrew seconded. The minutes were approved.

3) Chair's Updates -

A. Vote for the Executive Committee. Madi motions to approve the slate. Katie seconded the motion. The slate has been approved.

Jen Asimow, Chair – 1 year extension

Maeve Massini – Vice Chair, Department/Unit-Level Assessment

Brandon Bumstead – Chair, General Education

Andrew Kerr, Data Analyst

B. Vote to Approve the Critical Thinking Survey. Andrew motions to approve the survey. Katie seconded the motion. The Critical Thinking Survey has been approved.

C. Vote to approve the [Committee Charge and By-Laws](#). Andrew motions to pre-approve the Committee Charge and By-Laws. Maeve seconded the motion. The Committee Charge and By-Laws have been pre-approved. (Ana proposed grammatical edits and Jen needs to go through and make them.)

D. Vote to Approve the Effective Communication Report. Katie motions to approve the Effective Communication Report. Maeve seconded the motion. The report has been approved.

E. 4-Phase Studies – Completed studies need to be forwarded to Madi to be posted on the Assessment Website. Maeve will be following up with the department liaisons on the studies for approval from the department. May 6th approval date. Maeve will consolidate and Madi will upload it onto the website.

Week # 14 – April 22 - April 26	Distribute the Assessment Newsletter Vote on Executive Committee Vote on the Critical Thinking Survey
Week #16 – May 6	All members of the committee submit their Year-End Report Submissions Vote on the Year-End Submissions via email/form

4) Department/Unit Level Assessment Updates/Report: Everyone received a link from Jen about the Year-End report. Please ensure that you have completed the form for your department by May 6th. Jen is copying and pasting from there for the report. Once the report is complete, you will receive a link to the full report. You will need to read the report and then approve by proxy.

6) Group Discussion – [AC letter to Truman administration](#) about the new department. Jen is going to edit this and then we will decide how it will be approved, sent, etc. More details to come. Upon discussion, the committee decided not to send the letter.

7) A.O.B

The meeting adjourned at 3:03 PM.