



Assessment Committee Harry S Truman College

*Chair – Jen Asimow
Vice-Chair – Maeve Massini
Secretary/Archivist - Katie Ediger*

Minutes for January 26th
2:30-3PM

In attendance: Jen Asimow, Katie Ediger, Brandon Bumstead, Maeve Masini, Andrew Kerr, Scott Cummings, Harry Sdralis, LaSandra Skinner, Madison Johnson, Rahm Almarzah

Apologies: Kimberly Dismuke

Absent: Richard Keitel, Cheryl Gist – Williams, Allison Zures, Social Sciences Liaison, Automotive Liaison

- 1) Call to order
- 2) Review of and Approval of Minutes from December 8, 2022. Minutes approved
- 3) Chair's Updates: Jen Asimow
 - a. Meeting schedule for the spring 1/26, 2/9, 2/23, 3/9. 3/23, 4/27, 5/11
 - b. Initial meeting with the District Assessment Group: there was some discussion about trying to do more things across campuses. According to the District documents, we need to have representation from Adult Education, Students, Co-Curricular on the committee.
- 4) General Education Updates/Report: Brandon and Jen
 - a. Review Norming Session/Assessment of Artifacts, norming session was not as smooth as it could have been. We have not completed assessing the writing samples.
 - b. Discuss remaining assessments – written and oral: We will do a norming session for oral communication- date TBD.
- 5) Unit/Department-Level Assessment – Schedule time for updating the committee on Unit/Department Level Assessment Projects: We are asking all departments to

provide a brief (5-10 minute) summary of how your 4- phase assessment project is going.

1. The WHY: What inspired your department to do your study? In other words, briefly tell us why you are doing what you are doing.
2. What is your plan?
3. Where are you in the process?
4. Do you have questions and/or what kind of support can the committee provide to you?

5) AOB

As a regular part of the spring duties, we need to update our bylaws with the deliverables for department/unit-level assessment. Maeve will begin working on this.