



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

Minutes for October 12

In attendance: Jen Asimow, Madi Johnson, Katie Ediger, Maeve Masini, Ana King, Andrew Kerr, Leah Page, Ritch Keitel

Apologies: Brandon Bumstead

Absent: Social Sciences Representative, Biology Representative, LaSandra Skinner, Edwin Whitfield, Rahm Almarza

1) Call to order at 2:04 PM

2) Approval of Minutes from September 28, 2023. Andrew motioned to approve. Katie seconded. Motion approved.

3) Chair's Updates

A. Reminder for each of the subcommittees to use the link for their weekly notes. (If taken in another place you can send to Madi to be added to the appropriate subcommittee form.)

B. ICDEIBA – Jen is working on a checklist for assessments across the college, beginning with the assessment committee and developing one for all faculty to consider.

- Working from the list Ritch created, Jen has pulled language to begin creating a checklist of some sort. Jen updated the DEI Committee about the work the Assessment Committee is doing around DEI during the 10/11 meeting.
- Lauren Daley will be coming to our next meeting to talk with us about accessibility and the work they are already doing for students.

C. Reminders about the upcoming assessment of Inquiry and Analysis were sent out, and presented at the FC meeting of October 12. Jen asked the committee

members to discuss the assessment with department members. Encourage department members to support the college-wide assessment process.

- Jen and Brandon are working on the letters to faculty that will include a letter to students if faculty want to incentivize the assessment and if they don't.
- We discussed purchasing gift cards to raffle for the students who took the I and A Assessment. Final decision: 10-\$10.00, 2-\$25.00 gift cards. Madi motioned to approve. Katie seconded. Motion approved.
- Leah requested to see the assessment. Jen will send later.

4) Department/Unit Level Assessment Updates/Report

- Jen suggested beginning discussions about the onboarding notes so that they can be added to the handbook for future assessment committee meetings.

5) General Education Updates/Report - Brandon is working on communications to faculty. Jen continues to wrestle with Qualtrics.

- Analyzed the data and determined a way to present it so that other people will understand well. Andrew has put together some graph ideas. Getting approval by Brandon before moving forward with finalizing them.
- Discussed other options that were explored compared to Qualtrics. (One of the biggest concerns is due to firewalls and protection of information.) Jen is going to put in a request for Katie to gain access to Qualtrics.

6) Sub-Committee Work 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 3:00 PM