



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

Minutes for November 9

In attendance: Jen Asimow, Brandon Bumstead, Andrew Kerr, Katie Ediger, Madi Johnson, Maeve Masini, Ana King, Farzana Najam, Leah Page, Rahm Almarza, Ritch Keitel

Apologies:

Absent: Edwin Whitfield

1) Call to order at 2:05 PM

2) Approval of Minutes from October 26, 2023. Ana motioned to approve. Andrew seconded. Motion approved.

3) Chair's Updates

A. Reminder – Get everything for the Assessment Newsletter in to Madi next week, Monday, November 13<sup>th</sup>.

-Let Madi and Jen know ASAP if you need more time. Ideally the newsletter will go out during Week 14.

B. IUPUI – Report

-Trends in Assessment book

C. Letter to the faculty including sample letters to students are going out on Monday, October 13<sup>th</sup>. That gives students 4 weeks to take the assessment. Reminders will be sent out as well. Department/Unit -Level Liaisons – please encourage your colleagues to participate.

D. Spring, 2024 and AY, 2024-2025

-All liaisons need to send a personal email to Jen as to whether you are staying on the committee for the Spring.

-Jen's term ends in the Spring. Looking for a Transitional Chairperson.

This role has 3 hours of reassigned time to work with Jen in Spring 2024 to prepare to become the chair in Fall 2024. This person will be committed to being the chair if choosing to become the transitional chair.

E. Thoughts about the Access Meeting last week.

-It was a very helpful meeting.

-Lauren seemed to be very excited to be included and supporting us.

-This would be a beneficial topic for FDW. FDW is already planned for Spring 2024, but Brandon will make note of it for Fall 2024.

4) Department/Unit Level Assessment Updates/Report

-Reminder to keep the documents live and current for each department.

5) General Education Updates/Report -

Committee approval of the [letter to faculty and students](#) about the Inquiry and Analysis Assessment.

-Andrew motioned to approve. Katie seconded the motion

6) Sub-Committee Work Sub-Committee Work

-Reminder to keep your notes up to date by using the following links.

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.

-You will be receiving a letter from Ritch and Jen that needs approval. Madi will email.

-No meeting the week of Thanksgiving. Our last meeting will be 11/30/23.