

Assessment Committee

Harry S Truman College

Chair – Jen Asimow

Vice-Chair – Maeve Massini

Secretary/Archivist - Katie Ediger

Agenda and Meeting Summary for August 25, 2022

Present: Andrew Kerr, Brandon Bumstead, Maeve Masini, Katie Ediger, Jen Asimow
Absent: Allison Zures

- 1) Call to order
- 2) Approval of Minutes – no minutes from the last meeting to approve
- 3) Chair's Updates
 - a. Plan the meeting calendar: Katie will send out meeting invites. We will be meeting 2nd and 4th Thursday of each month, 2-3 pm in-person or via Zoom.
 - b. Develop a calendar (due dates, etc.): Jen will send reminders to encourage adherence to due dates and timelines.
 - c. Discuss Cultural Responsiveness: Katie and Andrew will meet to go over data from the study. We need to get this taken care of so that study results can be disseminated in some way.
 - d. Update and reformat the SharePoint site. We will move to Teams. Katie and Jen will meet to put together. Katie will ask Laura Cheatham for advice on setup.
 - e. Department/Unit level liaisons "Duties and Deliverables": Jen has been asking to get the specific language of the liaison/assistant chair charge via special assignment language. It appears that there has not been standardized language in the Assistant Chair special assignments. How do we get people to participate if this is not something that is included in the Assistant Chair duties? Jen will email VP and Dean of Instruction about how to move forward.
- 4) Department/Unit Level Assessment Updates/Report: Tabled
- 5) General Education Updates/Report: Jen and Brandon will be sending out an email seeking contributions for the Gen Ed study
- 6) Sub-Committee Updates: create subcommittees to work on smaller projects
 - A. Communications Sub-Committee- could create logo, discuss possible ways of "closing the loop"
 - B. Look into the survey of faculty engagement.
- 7) A.O.B. : Assessment Handbook was printed and will also be distributed electronically

Adjourned at 2:30 pm

Respectfully submitted by Katie Ediger