

# Assessment Committee

## Harry S Truman College

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

Agenda for September 8, 2022  
2-3PM

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In attendance: J. Asimow, K. Ediger, M. Massini, B. Bumstead, A. Kerr, R. Keitel, J. Jones, L. Page, A. King, H. Srdalis, L. Skinner, A. Zures

- 1) Call to order
- 2) Approval of Minutes from August 25<sup>th</sup>, 2022. Andrew motioned to approve. Seconded by Brandon. 5 votes to approve, the remainder of the committee abstained.
- 3) Chair's Updates: Jen Asimow
  - a. Report from meeting with Truman administration: Jen met with administration; they were receptive to the frustrations that assistant chairs had expressed regarding their roles on the Assessment Committee. There will be changes as a result of this conversation- Assistant Chairs should look for an email from the Dean of Instruction.
  - b. Website update: Katie and Jen are in the process of moving documents to Teams. Will be adding documents from this semester and will be working on getting older documents moved over. They are also establishing naming conventions for the documents.
  - c. Handbook update: Jen delivered hard copies to all departments except for AutoTech and Cosmetology. Digital copy will live on Teams site.
  - d. Introductions of new and old committee members
- 4) Department/Unit Level Assessment Updates/Report: Maeve Massini
  - a. Plan to work with Department/Unit Liaisons to develop language for duties and deliverables: More information on this to come.
  - b. FDW feedback on the 4-Phase Study: We had some technical difficulties. We got three responses to the form (Biology, Social and Behavioral Sciences, and Math) and will share out. **Now is a planning phase- we encourage everyone to set aside some time in upcoming department meetings to talk about what they want to address in their upcoming study.**
- 5) General Education Updates/Report: Brandon Bumstead: Sent out email to all faculty to start gathering artifacts. The more artifacts and the more disciplines represented the better!
- 6) Sub-Committee Updates: Jen Asimow
  - a. Ideas for sub-committees: we moved from a two-hour meeting once a month to meeting twice a month for an hour. Not touching base for a month makes it difficult to maintain momentum and get things done. Some other ideas- newsletters, other ways of reporting out.
  - b. Look into the survey of faculty engagement.
- 7) A.O.B.

Frequency of meetings: General discussion. Josh proposed that we add an agenda item to discuss meeting frequency next month. Katie will add this agenda item for the next meeting.

Meeting adjourned: 2:53 pm

*Respectfully Submitted: Katie Ediger*