

Committee on Institutional Assessment  
Monday, December 12, 2011  
BA-524 10:00 a.m.

Present: Jan Loft, Betsy Desy, Jay Brown and Nadine Schmidt.

Absent (due to illness) Christine Olson; (traveling home from Austria) Rhonda Bonnstetter; Wije Wijesiri; Lori Baker

**Committee on Institutional Assessment (CIA) (to be taken to the December 2011 Meet and Confer)**

**Charge:** The Committee on Institutional Assessment provides primary leadership in coordinating, assisting, and supporting a university-wide program of evaluation and feedback to improve and enhance institutional effectiveness. To this end, the committee is charged with:

- Fostering a university-wide culture of assessment
- Overseeing all annual and cyclical assessment of academic programs including extracurricular and co-curricular activities and all other aspects of assessment related to campus infrastructure.
- Developing, implementing, and overseeing a comprehensive university assessment plan
- Oversight for the coordination of data collection
- Articulating and disseminating assessment results to the campus community that serve to contribute to and enhance the university's ability to achieve its goals and outcomes
- Collaborating with the Liberal Education Committee, the Assessment Planning Coordinator, the HLC Self-Study Director and the HLC Steering Committee and all other aspects of assessment related to campus infrastructure

Term of Appointment: 2 year appointment with unlimited reappointment; a member may leave the Committee after one year.

Committee Size: One representative from each academic Department.

**Discussion:**

- Jan shared she will take the CIA Charge to the December 14, 2011 Meet and Confer and will also mention the CIA wants to post the Charge on the CIA page.
- It was wondered if the official description of the Assessment Coordinator was available; Jan will check with the Provost.
- Betsy explained the grant she recently applied for that may, if granted, lead to bringing a nationally recognized guest speaker on assessment for late January 2012. Linda Suskie has been contacted; she is the VP of a Middle States Commission (a higher education organization); the grant is pending; the grant would cover her day on campus and the travel expenditures. Betsy had a good conversation with Linda Suskie, and if we receive the grant, what approach we would want her to take? Suskie had some very good suggestions for us for in the meantime and also suggestions on how we will want to approach assessments on Professional Development Day on January 5<sup>th</sup>, 2012.

Hearing what Suskie had to say, it was decided how we will approach assessment on the 5<sup>th</sup>. We will do a very, very brief update on what each HLC Criterion Group has been doing, and what is currently in progress. However, we will not go into great detail, but focus more on the Program plans for assessment. What the CIA is doing at this time will not be included in the brief updates on January 5<sup>th</sup>.

- It might be a good day to talk about the LEC Outcomes.
- The 5<sup>th</sup> will be a day to segue to Suskie's visit later in the month.
- Jan explained how the President wants to utilize the Strategic Planning Committee; we need to learn how we can meet with at least a portion of the Committee and who will convene the meeting.
- Betsy mentioned that Linda Suskie, if she is here on January 26<sup>th</sup>, in addition to the large faculty gathering, wants to meet with several smaller groups such as the CIA, the Strategic Planning representatives, the LEC, etc.
- The group looked for the collection of rubrics compiled by Susan Hatfield at Winona State University.

Jan will ask Kris to send a Doodle for spring semester meetings.

Meeting adjourned at 10:45 a.m.



