

To: Committee for Institutional Assessment
 From: Dwight C. Watson, Acting Convener
 Re: Minutes and Notes for Friday, September 16, 2016 Meeting
 Date: September 22, 2016

Welcome: Members present were Jan Loft, Dwight C. Watson, Scott Crowell, Nancyruth Liebold, Joyce Hwang, Cindy Aamlid, Diana Holmes, Michael Kurowski, Raphael Onyeaghala, Pam Glad, and Kathy Schaefer. They were all welcomed by Dwight as they introduced themselves.

Review Charge: The charge for the CIA was read and the membership was reviewed. Due to department reassignments and alignments some of the departments were combined. For instance, Joyce is now the representative for the Department of Agricultural, Culinology, and Hospitality Management; therefore, we do not need a separate representative from Agriculture. Vacancies were discussed and the deans were charged with working with their departments in securing members. See charge and membership roster below:

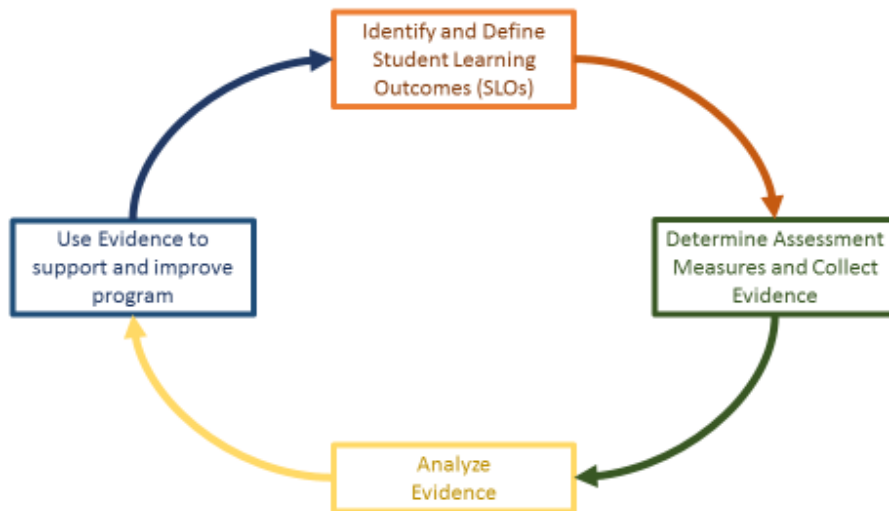
<p>Committee on Institutional Assessment (CIA) (UNIVERSITY)</p>	<p>Chair: Assessment Coordinator</p> <p>SmsUFA: One member from each academic department</p> <p>Library: 1</p> <p>Dean of Students</p> <p>Director of Institutional Research & Reporting</p> <p>Academic Commons Rep: 1</p> <p>MSUAASF: 2</p> <p>Council 5: 1</p> <p>MMA/MAPE/CONF/MGRL: 1</p>	<p>The Committee on Institutional Assessment coordinates, assists, and supports a university-wide program of evaluation and feedback to enhance institutional effectiveness. To this end, the committee is charged with</p> <ul style="list-style-type: none"> • Fostering a university-wide culture of assessment. • Developing, implementing, and reviewing a comprehensive university assessment plan. • Articulating and disseminating assessment results to the campus community that serve to enhance the university's ability to achieve its goals and outcomes. • Collaborating with the Liberal Education Committee and Strategic Planning Committee on all aspects of assessment related to campus infrastructure. • Supporting on-going HLC accreditation efforts. 	<p>2 year</p>	<p>Dean's Office</p>
<p>Accounting/Finance & Legal Studies</p>	<p>VACANT</p>	<p>Dean of ALS</p>	<p>Jan Loft</p>	

Ag/ Culinology/Hospitality	Joyce Hwang	Dean of BEPS	Raphael Onyeaghala
Education	VACANT	Dean of Students	Scott Crowell
English, Phil, Spanish & Humanities	VACANT	MAPE	VACANT
Fine Arts & Comm	VACANT	MSUAASF	Michael Kurowski
Library	Pam Gladis	MSUAASF	Linda Nelson
Management and Marketing	Kathy Schaefer (Management)	AFSCME Council 5	Diana Holmes
Math & Comp Science	Matt Zabka	Dir of Institutional Research	Alan Matzner
Nursing	Nancy Ruth Leibold		
Sciences	VACANT		
Social Science	Cindy Aamlid		
Provost – Ex-Officio	Dwight C. Watson		

Higher Learning Commission Update: SMSU was slated for a Focused Visit to discuss Core Component 4B (see below) of the Higher Learning Commission. This component was not fully met in the 2014 Reaccreditation Review. The President and the Provost submitted a letter to the HLC Administration requesting that the Focused Visit be combined with the upcoming Comprehensive Revisit. This request was approved and the HLC Combined Visit will take place in the 2018-2019 academic year.

Assessment Cycle: Pam shared the Assessment Cycle (see below) that was on the web page. We discussed what each stage of the cycle meant. We explained that we are in the situated and assessing the learning outcomes stage of the Cycle and that we should work this semester on the gathering data stage.

The Cycle



Core Components 4B: This HLC component (see below) was discussed. Each subpart was read and committee members gave examples of what we are doing to meet the subcomponents, what needs to be done to meet the subcomponents, and what does it mean for us and the University community to have an *articulated understanding* of what is required of us by HLC

The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

- a. **Subcomponent 1.** The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
- b. **Subcomponent 2.** The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.
- c. **Subcomponent 3.** The institution uses the information gained from assessment to improve student learning.
- d. **Subcomponent 4.** The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

Work for Year: We discussed some of the tasks that we wanted to get accomplished this year. At the next meeting we will brainstorm additional tasks and create a timeline for completion.

Assessment Coordinator: We shared how important it was to have an Assessment Coordinator. We generated ways in which to inform others that the job is not so arduous and that the CIA as well as the Assessment Academy and the Liberal Education Committee will be available to assist in all aspects of implementation of the University's assessment initiatives. It was suggested that we revisit with SmSUFA the requirement that it should be a person who is tenured. Many thought that a probationary or fixed-term

person should be afforded the opportunity as well. Dwight said that he would take this recommendation to the SmSUFA president, Dr. Jeff Kolnick.

Election of Chair: Dwight asked that those who might be interested in being the chair to let him know of his or her interest. Dwight will send out an e-mail soliciting interest.

CIA Mini-Grants: We did not get to this topic and it will be discussed at the next meeting.