

Committee on Institutional Assessment  
Thursday, March 15, 2018  
4:30 PM - 5:15 PM  
Minutes

**Attendance: Chris J. Anderson, Jeff Bell, Kate Borowske, Scott Crowell, Diana Holms, Aimee Shouse, Dwight Watson, Kristin Kovar, Kathy Schaefer, Matthew Zabka, Raphael Onyeaghala, Lori Baker**

1. Review Minutes from February's email meeting & January 25<sup>th</sup> meeting
  - Thanks, Nancyruth for January's minutes!
  - Minutes approved for both January and February.
  
2. PALS Forum in April: Purpose is to discuss the gap analysis/assessment cycle update and to discuss Liaison Team meetings. What other items should we discuss at this meeting? When should we schedule this meeting with the PALS?
  - Assessment Academy team will be going away. How will we use this structure as we move forward? CIA meeting time in April utilized as a PALS forum.
  - PALS could assist with liaison work. PAL needs a position description and/or mission statement. PALS will not take on leadership. PALS should help develop and write the assessment report. The CIA, PALS and Academy will collaborate. PALS should help determine what their role is in the process.
  - Assessment reports will allow for a greater sharing of data.
  - Bring draft of PALS for the Master Campus Plan.
  - April 12
  
3. Assessment Mini-Grants: Review Exercise Science
  - Approved
  
4. Criterion 4 Draft Discussion. Goal from this team is to have a draft sent out to CIA by the end of March for our review.
  - How should this review take place?
  
5. Update on CAMP status.
  - Chris J. Anderson reviewed the CAMP and provided feedback. Stuck due to the discussion of the LEP for the MnTC. The change is coming up soon. Current version should be pushed out and wait to include the CAMP for next year's assessment reports. Drafts of CAMP and Criterion 4 assurance arguments will be available by mid-March with feedback due in April. Electronic review process.
  
6. Determining review teams: 1) Criterion (Jeff Bell) 4 2) CAMP (Dwight Watson)
  - CAMP Team: Chris, Aimee, Diana, Scott, Dwight, Raphael, Alan
  - Criterion 4 Team: Kate, Lori, Matt, Kristin, Nancyruth, Cindy, Linda, Nadine

7. Revisit Work Plan

- Work plan edited and updated with accurate timeline.

The Provost suggested a gathering at the end of the semester to celebrate.

8. Adjourn

<u>Meeting Date</u>	<u>Minute Taker</u>
✓ 3/15/18	Kristin
3/29/18	Diana – work in teams
4/12/18	Chris J. – PALS forum
4/26/18	Nancyruth – reschedule due to Mustang Ovations at 4:00