

Committee on Institutional Assessment
Tuesday, December 11, 2018
4:15 PM - 5:15 PM
Minutes

Attendance: Jeff Bell, Kate Borowske, Cindy Aamlid, LeAnne Syring, Diana Holms, Aimee Shouse, Kristin Kovar, Kathy Schaefer, Abu Haddud, Nancyruth Leibold, Alan Matzner

1. Consent to Agenda
2. Review Minutes from November 27th meeting
 - Thank you, Diana for November's minutes!
 - Minutes approved.
3. Brief Review of Work Plan Tasks
 - Standing item.
 - We have accomplished a substantial amount of Fall semester tasks. Spring semester has several tasks yet to be completed.
 - Change Conduct Mini PALS Forums to Train the Assessment Experts (CIA).
4. Revisit HLC Assessing General Education Workshop (2/27-2/28) and AALHE Conference Discussion (6/10-6/13)
 - General Education Workshop: Cross of LEC and CIA members to attend would be beneficial. Six team members have been identified. Alan Matzner, Jeff Bell, Aimee Shouse, Ben Anderson, Cindy Aamlid, Will Thomas. Approximate cost is \$11,000. Grant monies should be considered. Monies are uncertain and travel plans will need to be made prior to grant decision.
 - AALHE Conference: CIA budget allows for partial funding, but members should consider FIG grants.
 - Dr. Shouse has attended the General Education Workshop previously and found it useful. Jeff Bell mentioned these events could help fill the holes of our assessment plan. Kathy Schaefer asked for examples. Jeff states holes include no baseline knowledge of communication, diversity, critical thinking, etc. We have no campus wide comparison data.
5. Spring Meetings (Best Time is 3:30 to 4:30 PM on Thursdays). Dates TBD.
 - Tentatively: January 17, 31; February 14, 28; March 28; April 18; May 2
 - The group agrees these dates are acceptable.
6. Volunteering for taking minutes by email response.
7. Generating list of programs needing additional support. Discussing how to provide this support.

- This information should be confidential.
- Identification should be made by examination of documents, as well as the face to face meeting.
- If a CIA member finds a program that is struggling, submit the programs to Jeff. Then he will set up a meeting with them for additional assistance and support.

8. Feedback from programs on Assessment Day.

- Cindy states she met with a program and had a discussion with them around assessment and Assessment Day. Program's concern is that with heavy teaching loads and not enough time to work with colleagues, it would be beneficial to have time to focus and work on assessment data. Wondering if we can have more time for program meetings.
- Jeff states he is not sure where this time will come from. Possibly if we remove the Rubric Training.
- In addition, Cindy is wondering if this time could be used to meet with programs during this time as well.
- Aimee wonders if there could be a choice for those that want additional help versus those that want to work with their colleagues in their programs.
- Jeff wonders if programs could work in Lower CC. Cindy thinks there should be an option. Jeff is worried programs will not come back for the keynote. The group consents that programs will come back. Cindy wonders if this is enough time to have a small work time in the morning. Jeff states he could try to switch keynote speaker to earlier in the morning so programs will have more consistent work time.
- Cindy states a report could be submitted to show what was accomplished. May not be needed if the poster session and reception is used for discussion.

9. Adjourned