

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

**Attendance: Jeff Bell, Kate Borowske, Scott Crowell, Diana Holms, Aimee Shouse, Dwight Watson, Kristin Kovar, Kathy Schaefer, Matt Zabka, Raphael Onyeaghala, Maureen Sander-Staudt, Abu Haddud, Nadine Schmidt, LeAnne Syring, Nancyruth Leibold, Alan Matzner, Cindy Aamlid**

1. Welcome all members to a new year!
2. Determined Missing Committee Representation: Raphael will check on the vacancy in Accounting/Finance. Scott and Alan will check on vacancies in MAPE and ASF.
3. Secured Minute Takers for Semester:
  - September 4, 2018 - Cindy
  - September 18, 2018 – Aimee
  - October 2, 2018 – Kathy
  - October 23, 2018 – Maureen
  - November 6, 2018 - Diana
  - November 27, 2018 - Kate
  - December 11, 2018 - Kristin
4. Reviewed Minutes from 3/15, 3/29, and 4/12
  - Minutes are all available on the CIA website:  
<http://www.smsu.edu/administration/committees/cia/minutes.html>
  - Minutes approved for all 3 dates listed above
5. 2018 CIA Priorities and Work Plan
  - We reviewed the 2017-18 tasks and priorities list and then began brainstorming our work for this year. Jeff will compile the list of the suggestions; Kate will make a pretty and functional survey, and send to the CIA members asking us to prioritize the list. From those results, Jeff will develop the 2018-19 Priorities and Work Plan.
  - The brainstorming list included:
    - Universal rubrics – how to better use
    - Move Liaison team work to the CIA – regroup into more manageable groups, could have mini-forums for groups of PALS
    - Moving programs through assessment cycle – how to document program progress
    - Key performance indicators – how to turn assessment data into campus wide data
    - Mini-grants
    - Assessment day
    - How to report RASL data
    - NSSE data
    - Showcasing graduate programs
    - Revisit collaborative work with LEC on the MNTC revisions coming for Fall 2019 – Aimee will check on joint meeting with LEC for either Oct 23 or Nov 6

6. Assessment Mini-Grants Announcement

- Jeff updated the mini-grant document with new submission dates: Oct 1, Dec 3 and March 4.
- The mini-grant budget is \$1800 for the year, which is 9 mini-grant awards of \$200.
- The application and a summary of the past mini-grant awards is available on the CIA website: <http://www.smsu.edu/administration/committees/cia/mini-grants.html>

7. Adjourn