CIA
Thursday January 16, 2020
3:30-4:30 PM
BA 524
Committee on Institutional Assessment (CIA)
Chair: Jeffrey Bell (Science)
Highlighted were in attendance
1. LeAnne Syring
2. Abu Haddud
3. Lori Baker
4. Lamine Conteh
5. Kate Borowske
6. Nancyruth Leibold
7. Ben Anderson
8. Yumi Lim
9. Nadine Schmidt
10. Tony Greenfield
11. Scott Crowell
12. Diana Homes
13. Alan Matzner
14. Raphael Onyeaghala
15. Tim Beske
16. Aimee Shouse
17. Teri Wallace
Zoom
18. Michelle Knife Sterner
19. Wiji Wijeseri

Agenda Item	Vote	Duration	Running Time
1. Consent to Agenda -APPROVED	Consent	2 minutes	3:30-3:32
2. Approve 12/5/19 Minutes- Tony G. Motioned, Kate B. 2nd	Y	2 minutes	3:33-3:34
3. Minute Takers for Spring 2020 Meetings-- 4 volunteers--will fill the rest next time.	N	6 minutes	3:35-3:40
4. Liaison Team Meeting Updates Check in for who met with programs. Done prior to Assessment Day if possible. Some have met, some have not.	N	10 minutes	3:40-3:50
5. Assessment Day Planning a. Location(s) CH 201 and side rooms b. Review Draft Schedule (Vote for Approval) c. Food Planning Agenda revisions-Abu session name change for Jeff's session.	b. Y	remainder	3:50-4:30

Overview of the portfolio use-- who? Lori Baker and looking for other people to speak. Discussion about D2L portfolios-- access to students portfolios--do not need permission for assessment use, the portfolios are available 'forever'--Kate stated. Short discussion about any change from D2L, Kate reassured that we are not anticipating any switch over, but the portfolio would be accessible outside of D2L. Lori asked if we are going to go over what we are going to say and do at Assessment Day. Kate is still looking for one at the D2L system level or regional rep. Lori--before we have Jerry show his, we should have the rep show what that would look like on a broader scale. Lori--were we going to seek out someone to show us Livetext? Jeff spoke to a rep and did not speak specifically about presenting. Lori-are we looking for approval, what are our thoughts, what is our end game in this process. Kate--we need to know the possibilities and it requires planning. We need to know where to start. Jeff-can we see the e-portfolio as an example and then look at different vendors? We are looking at e-portfolio because we have access. Do we look at other options like Livetext that is a student cost. Lori-I think we need to look at Livetext. When I looked several years ago it could do things the D2L couldn't do. Kate-the systems are set up			

differently. Sometimes they are a fancier system, structured differently. Jeff-had the same question, all of the students that are set to graduate, we would have graduation and degree audits, we can put them in a 1-credit course and have them put documents into the link and it goes in for LEP. Lori--how easy is it for faculty to use? The one that Amanda & ? uses you need to be able to use html well. How easy is it for the student? Jeff-that's what we need to ask the student. Lori-do other universities use D2L portfolios for assessment. Kate-there is a learning curve, but it is basically a data base. She explained a little about it. Lori--it could be a 101 training module. Tony--expecting students to upload to see progression -how do we ensure they do it? Lori--we have to have check points. LeAnne-rubric in Livetext, graded in Livetext. Kate-there are some prompts built-in. LeAnne-we have key assessments that need to be put in. Jeff-so we have to designate key assessments to be put in. MnTC could ask for a key assessment be built in. Lori-Capstone papers or projects. Jeff-some of these starting questions we have may be good starting prompts for our discussion on assessment day--who is in charge? Who is going to do it? As a graduation requirement, someone has to check them? Jeff--I don 't see this until 2020-2021 year. Tony--what			

does it look like on the reviewing end? Do we have a panel? We have all of these student portfolios, for example can English pull communication outcomes? Lori-we find a school that is already a portfolio school, bring in a rep to talk to us for 2021 Assessment Day. Kate--I will look for someone who is using it.Lori-1 hour to talk about it on the agenda. Jeff-we would have 10:15 start the discussion, have a break and come back at the end of the day, this is when we would reingage in the discussion at the 3:30 time. That would give people time in their dept. to discuss questions. Is it criterion 5 in our PDP's or is it duty days? LeAnne-we sit down with the student and go through them, all of us do 7 or 8 portfolios. Jeff-maybe we would have to have an assessment day in a computer lab. We would need 100% buy in. Kate-maybe I can have someone meet with us during our next meeting. Jeff-yes, if they could Zoom in, we could invite Jerry Toland to come too. Either 1/30 or 2/13. Any other discussion--Find out about the D2L person, does the structure look o.k. on the agenda. Lori-the 10:45 piece-do you want to move that earlier before the break? My people may break and leave. Jeff-yes, move 10:45 and 10:30. Lori--concept of the 10:45 piece. Jeff--show them the assessment piece that reviews the RASL. Some programs may have done it so it			

could be optional. I could ask for comments from the audience from programs that have already done that. Lamine--Jeff can you clarify the subscription for the e-portfolio. Jeff-included in D2L. $140-150 for 7 years. Do you think that would be a wise idea for our students? Lori-that is why the conversation is moving toward the D2L e-portfolio. Lori--how about access with the D2L for everyone. Jim Lilleberg? Kate--students have to give you access. Jeff-graduation requirement, they have to upload it. Lori-they have to give access to it. LeAnne-I think Jerry said they send a link for access. Kate, yes-whoever has a link can view it. Lamine-when I graduate do I have access? Kate-your access to D2L ends, but you will have access to e-portfolio. Jeff asks Wiji--how would a student demonstrate - in an e-portfolio? Wiji-We have a capstone course, they pull some theorem and discuss. Jeff-they pull an artifact and put it into the portfolio? Wiji-yes.Tony-what is uploaded for beginning math--Lori-what portion do we have to access. Jeff-if we do not assess all of the MnTC, we are making second class citizens of areas we do not assess. Move onto optional sessions and on their own. SMSU Assessment Basics, Jeff. NancyRuth will do a Mission Statement for those that haven't done that yet. We have Patricia Linehan coming for how to become a faculty (?) and other			

Assessment-she wants 3 hours. Lamine wants someone to come in to speak about creating policy. Is this our area to assess? Jeff-I don't' think that development of policy is my area. I am the coach of the team and get people on board. Lamine--consistency? Jeff-yes, but anytime you say we are doing it this way you will get push back. Yes, we get pushback. 30 minute to 2 1/2 hour session on Assessment that they would like to offer? Abu--the schedule looks good and rich, people will get tired. Jeff-I just didn't want anyone to feel left out. Kate-would it be valuable for Ben to have a hands-on session on e-portfolio? Jeff will talk to him. Lori-is there a time for programmatic assessment? If it is not on the agenda, it may not happen. Jeff will add that. Kate-the thing about Ben, I don't' think we should do it, it was just a suggestion. "Play around with e-portfolio". Jeff-approve draft schedule. Lori--11:00-3:30 to work on our program for assessment? Jeff will switch one item and then it will be 10:45-3:30. Ben moved, Lamine 2nd. ACCEPTED			
Location of Assessment Day--kicked out of Conference Center--it will be in CH 201 and the side rooms. Ag Bowl & Scholarship Day.			
Food Planning-what kind of breakfast-since we are in CH, we don't' have to go with Chartwells. Yumi--what is the budget? Jeff-around $1800 for breakfast and snacks. Lori-if I had a mini-grant			

coming in to pay for lunch, that is separate? Jeff-yes. Are you going to ask them--Yogurt, pastries, coffee, juice. Yumi--how many Jeff- 130 breakfast and 115 afternoon last year. Afternoon snack--finger foods--Yumi will get an estimate. Jeff-those students will be there when we speak about assessments.			
6. Adjourn Meeting is adjourned at 4:27 p.m.	Upon no additional discussion		

Minutes:

Please print out any items you may need in hard copy if you are uncomfortable with the digitally displayed items. If you would like to remotely connect to this meeting, please use my Zoom ID/Link https://minnstate.zoom.us/my/**jeffrey.w.bell**.

Minute Takers:
1/16/20 - LeAnne Syring
1/30/20 - Lamine Conteh
2/13/20 -
2/27/20
3/19/20
4/2/20 -
4/16/20 - Yumi Lim
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