CIA Meeting Minutes

Date: **Friday, December 4, 2015**
Time: **9-10:15 a.m.**
Room: **BA 524**

Present: Teresa Henning, Michael Kurowski, Pam Gladis, Dwight Watson, Maureen Sander-Staudt, Kathy Schaefer, Scott Crowell, Jan Loft, Raphael Onyeaghala, Alan Matzner, Joyce Hwang, Marcia Beukelman, Monica Miller. Via Adobe Connect: Michelle Beach, Nancyruth Liebold. Guests: Mike Rich, Bruno Ejimofor

Information Items:

- Michelle and Nancyruth joined the meeting via Adobe Connect. It is great to have access to Adobe Connect to allow remote access to meetings on campus.
- The last meeting of the fall semester is 9-10:15 on 12/11.
- Guests Mike Rich and graduate student Bruno Ejimofor provided an update on the MBA program assessment (an assessment issue HLC has required the campus to address for the re-visit). They guided the Committee through a handout outlining targeted goals for the MBA assessment, the actions taken so far, and what remains to be done. The MBA program has proposed learning goals, developed a curriculum map, and developed an assessment process, and these were described in the handout, including a flow chart of the assessment process. The issue of a capstone assessment is still under discussion/development, and the possibilities include a capstone course, a capstone project, and a capstone portfolio. The process includes emphasis on "closing the loop," including a flow chart illustrating how that will be accomplished. The draft plan still needs to be presented to program faculty (who will make a decision about the capstone option) before being finalized, and then to university faculty and administration, and will go through the proper approval and dissemination process. The program welcomes comments and advice from the CIA.

  For the capstone assessment, Provost Watson suggested the possibility of a portfolio combined with an oral presentation as an option for the program. Dean Onyeaghala asked how that would work with the online nature of the MBA program. Teresa offered an example of how that is accomplished using Jing and said she could forward some examples to Mike. Mike noted that the program already uses Adobe Connect to have students present their work in other classes. The same system could be used for presenting portfolios.

  Teresa observed she really appreciated the flow chart to illustrate the process, and that it might serve as a model for another way programs could describe their processes.

Dean Loft suggested adding one more arrow on the first flow chart to show the information coming back to the CIA. There was discussion about whether the second flow chart illustrated that already. Dean Loft noted that on the second flow chart there is no arrow back to the CIA. Consensus was that there does need to be an arrow added to the first flow chart.

Teresa introduced a discussion of goal vs. learning outcomes. It seems as if the plan now has goals, but not outcomes. The subsequent discussion revealed that faculty will develop outcomes and objectives to be included under the listed goals. Teresa mentioned a link on the CIA webpage (Committee for Institutional Assessment>Resources and Links>PASL, http://www.smsu.edu/resources/webspaces/administration%5Ccommittees/cia/Resources_and_links/Plan_for_Assessment_of_Student_Learning_for_CIA.pdf) as resource for faculty as they develop these outcomes and objectives. Joyce suggested that the Program ask faculty to report which goals they address in their courses, so that can be included in the curriculum map. Mike noted this information could be included in and collected from syllabi.

Teresa noted this was excellent progress since the MBA Program only began this process in August.

- Update from Provost Watson on HLC re-visit – Provost Watson had a phone call with our HLC Liaison in October. The Provost would like the CIA to help with some actions of the Assessment Academy. The HLC review in 2014 resulted in a few conditions. One related to assessment, requiring a site visit in the spring of 2017 to look at assessment again. The HLC will want to see progress and where we're heading. HLC also plans to make another visit in 2018 to look at the other conditions that were cited. Provost Watson mentioned we are on the "Standard Pathway," requiring a revisit in the middle of the 10-year term. There was some discussion of terminology: the Liaison is our overall contact at HLC, and we also have a Mentor and a Scholar to help us with the Assessment Academy. If the Mentor and Scholar feel we are making sufficient progress with assessment, the two HLC visits might be combined (in 2018) so that we only have to prepare for one visit.

  Jan mentioned that the 2018 visit might catch some people by surprise, and they might want to know the details. Provost Watson is the point person for HLC-related questions and concerns; Teresa is the point person for assessment (but not HLC). Lori Baker can also be an HLC resource once she returns from sabbatical. Joyce asked what we need to demonstrate to HLC in order to combine the visits. Provost Watson mentioned the Assessment Academy project (which will be presented at next week's meeting); if we

make good progress on that project, and the Mentor, Scholar, and Liaison talk together about our progress, that should help us reach the goal of only one site visit.

Teresa noted that the Mentor and Scholar provided mostly complimentary feedback about our Assessment Academy project so far. They had a few concerns, but nothing out of the ordinary.

Teresa shared a letter from the HLC President outlining the interim monitoring HLC requires for us. This letter is available to the general public online at: https://www.hlcommission.org/download/_ActionLetters/Southwest%20Minnesota%20State%20University%20PEAQ%20Reaffirmation%20Action%20Letter%205-4-15.pdf Dean Onyeaghala mentioned that the Board of Teaching process should provide helpful data for the graduate Education assessment. There was discussion that previous data from this process did not make it onto the T drive and so HLC did not see it when they visited in 2014.

- Presentation from Alan: Current NSSE data – Teresa, Scott, Alan and Provost Watson met recently about NSSE, regarding how to make data available and use it effectively. Alan is able to tailor data presentations based on the needs of different constituencies (Cabinet, Student Services, Faculty Assembly, Chairs, etc.). Alan provided an overview of what NSSE is and includes. First-year students and seniors answer 100 questions spanning 5 areas. Students receive the survey link via email and complete the survey online. NSSE is administered every 2 years. The response rate has been going down. However, compared to other MnSCU schools, we are above the MnSCU average for participation. One of the limitations of NSSE is the nature of some questions and how they relate to SMSU. Some questions are meaningful to some Programs and not others.

  In the categories of "Learning Strategies" and "Discussions with Diverse Others," we score lower than average for first-years and seniors. In the category of "Quality Interactions for Seniors," we score above average. We tend to score higher than MnSCU, our Carnegie class, and NSSE overall on Quality Interactions for Seniors. However, we are low compared to MnSCU, Carnegie, and NSSE average in Higher-Order Learning. Our data does show that seniors score higher than first-years in the Higher-Order Learning category. The "Diverse Others" category also shows higher data for seniors than first-years on most items. There was some discussion about the validity of comparing us to other MnSCU schools (e.g., Mankato) on these factors, given the significant differences in the size and demographics of student populations throughout the MnSCU system.

It was asked if data be accessed for the department/program level. Alan said yes, but there are some limitations due to sample size (even in larger majors). Alan can aggregate data, look at data over time, etc. Could the NSSE data on "Diverse Others" be used as a measure for the Strategic Plan Diversity item? Teresa noted it is not best practice to rely solely on this data.

The NSSE information is available on the website: https://www.smsu.edu/administration/datamanagementinstitutionalresearch/?id=5007 Data is included for a few years, primarily "snapshots" not raw data. Scott noted that some of the NSSE questions changed after 2011. Teresa noted that NSSE data is useful for the program review process.

- Update from Alan: first-year survey what happened and issues with participation – Alan always aims for a 30% response rate to help ensure the validity of data. We didn't get that this time; the response rate was about 17%. The survey and follow-up reminder happened to get sent out at almost exactly the same times as a survey and reminder from a campus vendor (that included prize incentives), so the first-year survey most likely got overlooked. Students also may not have recognized the importance of a survey being sent out with the CIA as the requestor. Alan will redo the survey in the spring. By then, all first-year students will have gone through Advising Day.

  Students were allowed to make comments on the survey, and some did. There were a number of faculty mentioned by name, both positively and negatively. Alan asked how to handle this information. The Committee agreed that names should be redacted, and Teresa noted that redacting names should be standard practice with all assessment items. Teresa asked if we can tie the survey to courses so that students take it in a class, possibly in LEP 100. The response rate is better in this type of arrangement.

  Provost Watson requested a future agenda item for Alan to share a gallery of assessment items so that everyone understands the range and placement of these items.

- If time allows: Possible assessment academy update from Teresa – This update will be provided at the next meeting (12/11).

Action Items:
- Discuss mini grant (if any applications are submitted by the 12/1 deadline) – No applications were received in this round.
- Turn in your response to the glossary document – see attached – please note what you want added or removed or substituted or moved. Teresa received responses from Dean Loft and Joyce. She asked everyone to turn in their responses before leaving the meeting today.

Respectfully submitted,

Nadine Purvis Schmidt