

Committee on Institutional Assessment Minutes

Thursday, February 23, 2017, 8:00 – 8:45 AM

BA - 524 (Library Conference Room)

Present: Pam Gladis, Jan Loft (facilitated), Lori Baker, Cindy Aamlid (phone), Michael Kurowski, Nancyruth Leibold (Adobe Connect), Raphael Onyeaghala, Matt Zabka, Scott Crowell, Linda Nelson, Joyce Hwang, Chris J. Anderson, Kathy Schafer

1. **Minute taker for this meeting** – Chris J. Anderson
2. **Reviewed minutes from February 9, 2017** – Thank you Lori Baker!
Scott Crowell moved/ Matt Zabka seconded– minutes approved
3. **Program Participation at Assessment Day** – Alan
Initial feedback from Dean Loft was that the Provost expressed concern with how to help programs that did not participate during Assessment Day. It is crucial for all programs to self- identify the status within the assessment loop process. Alan will identify those programs so SMSU can ensure the program’s AAS Report is included. This follow-up need relates to item #4. This agenda item was carried over to the March 16 agenda.
4. **Assessment Academy Status (AAS) Reports and Follow-up Template/Letter** – Pam
AAS Report template and follow-up letter will:
 - Encourage individualization for programs.
 - Suggest focused work is preferred to taking on too much.

Following Assessment Day activities and provided data, Pam and Scott drafted an AAS Report template/follow-up letter.

One purpose of the AAS Report template/follow-up letter is to gather needed data. Another purpose identifies the shift from a required liaison team meeting to a “liaison team on-call” approach.

Since not all programs have a specific program or director, liaisons will send the AAS Report template/follow-up letter to program faculty based on the program’s hierarchical structure. The expectation is that the liaison is familiar with the hierarchical structure of her or his designated programs, thereby allowing effective individualization and distribution based on the previously provided Assessment Day feedback.

Programs will be able to embed the end-of-year report within the provided AAS Report template/follow-up letter.

Committee discussed due dates for completion and return of the AAS Report template/follow-up letter to the liaison as well as for accessing the “liaison team on-call” for consultation.

- April 20 suggested as last day to request liaison team consultation.

- May 9 designated as due date for return of completed AAS Report to optimize the opportunity for faculty to participate during duty days.

Committee worked to advance Pam's draft.

Finalized AAS Report template/letter will be included as an appendix to final minutes.

5. **Liaison Connections**

Committee was unsure of the expectation for this agenda item. Speculation was that it involved a change in how the liaison teams will interact with the programs, as explicated in the AAS Report template/letter. If so, completion of agenda item #4 addressed this item. If not, item requires clarification and will be carried over to the March 16 agenda.

6. **Update on HLC/Assessment Coordinator**

Dean Loft noted Jeff Bell was approved. Details still must be worked out. It is expected that 2-3 adjuncts will need to fill his previous academic workload.

7. **Creating an Assessment Plan**

Committee was unsure of the expectation for this agenda item. Clarification will be required from the Provost. Tabled until March 16. (See 7a for potential connection)

7a. **Carry-over from 2/9/17 minutes**

CIA needs to address what a HLC focus visit means and what it will entail. This information will help prepare SMSU for the upcoming HLC visit.

Provost Watson will send a document that explains the focus visit (**pending**).

The CIA homework will then be to review and develop questions for the next meeting (**March 16 agenda item?**)

CIA will also need to review the section of the HLC report regarding Criterion 4:

- What was met compared to what wasn't met?
- It is essential for SMSU to address all the concerns expressed in the HLC report.

9. **Next Meetings**

a. March 16

- Dwight and Raphael will be absent;
- Jan will convene.
- Committee was asked to draft agenda items:
 - Program Participation at Assessment Day – Alan
 - Update on Liaison Connections
 - Creating an Assessment Plan
 - Carry-over from 2/9/17 minutes?
 - Review Criterion 4 and Develop questions?

b. March 30

c. April 13

d. April 27

10. **Adjourned** 8:45 a.m. Pam moved to adjourn, Scott seconded.