

CIA Meeting  
Friday, April 13, 2012, 9:00-10:30am  
Room: BA 524

Present: Jan Loft, Betsy Desy, Wiji Wijesiri, Nadine Schmidt, Lori Baker, Christine Olson, Rhonda Bonnstetter.

On temporary leave from the CIA: Jay Brown.

**Agenda Items:**

- Assessment mini-grant applications-- review and recommendations:

It seems we need to ask for more detail on future applications, such as the timeline for the project completion; we may need to make other adjustments such as a date and report upon completion; also, maybe more of a clarification on definition of Levels, tease out the language, we seem to have “cross-overs.”; per diems for food? Encourage electronic copies rather than duplicating? There seems to be several questions on just how grants “work.” Should we ask for more itemization of expenses? Limit number of applications from a Program (“we reserve the right...”) ? What about if the allotted amount is not used? Return to the grant account for future use? Can a group request annually on essentially the same project?

Suggestion: We should find a mechanism for all groups on campus to share their “maps” of assessments, to show who is doing what and in what courses.

1. Level One: Agribusiness \$180.00: all seemed to be in order.

Lori Baker moved to approve.

Rhonda Bonnstetter seconded.

**Motion carried.**

2. Level One: Biology \$195.00: (Betsy excused herself from the deliberation).

Lori Baker moved to approve.

Rhonda Bonnstetter seconded.

**Motion carried.**

3. Level One: Education P.E. \$200.00: (Rhonda excused herself from the deliberation.)

Starting from scratch basically with a proposed Masters in P.E. Coaching of Sport.

Lori Baker moved to approve.

Betsy Desy seconded.

**Motion carried.**

4. Level One: Environmental Science \$182.00:

Lori Baker moved to approve.

Betsy Desy seconded.

**Motion carried.**

5. Level One: Library \$200.00:

Nadine Schmidt moved to approve.

Wiji Wijesiri seconded.

**Motion carried.**

6. Level One: Sociology \$92.00: It was wondered if they requested enough; Betsy will contact Vicky Brockman about additional funds remaining, would they need to use them?

Betsy Desy moved to approved.

Wiji Wijesiri seconded.

**Motion carried.**

7. Level Two: Library \$200.00:

Wiji Wijesiri moved to approve.

Betsy Desy seconded.

**Motion carried.**

8. Level Two: Math/Computer Science \$200.00:

Christine Olson moved to approve.

Nadine Schmidt seconded.

**Motion carried.**

There is now some haste; how do we want to contact people regarding their proposals? What does Betsy do now? Betsy will contact Vicky Brockman and Marcia Buekelman on our specific questions. Betsy will contact the proposers and will ask those who received a grant to send a reflective summary upon completion. Betsy will suggest September 1, 2012 for the summaries so we can have the results early in the fall semester.

- LEC/CIA collaboration—discussion on May 4: 10:00 – Noon. (Corey Butler will be attending).
  - Setting the stage for Fall 2012: Collaboration between the CIA and the LEC, how can the two groups work together and help each other? Corey will also share the latest results from the group sessions.
  - It seems our HLC visit may be March 31, 2014.
  - Lori and Betsy met with the Provost to discuss the priorities for next year. Lori had suggested we devote the fall semester to the assessment of the LEC; Betsy can focus more on the spring semester work and a sharing of what everybody is doing.
  - A ‘Lunch and Learn’ in the fall semester, to get local campus experts to run sessions on what they are doing in their courses, and program assessments.
  - Betsy will try to group the thirteen institutional goals into about seven, to try to map things more effectively, linking to the institutional goals.
  
- Go over timeline for HLC visit:  
Approximately late March 2014.
  
- Review of campus assessment activities for FY12 and strategies to promote and support assessment in FY13:  
Betsy shared a copy of the Supplement to Assessment File Documentation Checklist. This has also been distributed via Department Chairpersons. It is emphasized that reflective summaries will be required, a reflective statement in the end with strengths and challenges, ideas for improvements, something evaluative. Not just a data dump. It is strongly suggested that Departments include the discussions and decision in their Department minutes, the HLC will want to see evidence that Departments have discussed these things. This information will also be inserted into the Department Annual Reports.

- Additional information/materials that should posted on CIA page, e.g., faculty development day activities: Not enough time to fully discuss.
- Last CIA meeting of FY12 is Friday, May 4<sup>th</sup>, 10:00 – Noon.
- Other:

Respectfully submitted:

Jan Loft