

**CIA Meeting**  
**Friday, March 2, 2012**  
**BA 524 9:00 a.m.**

Present: Jan Loft, Betsy Desy, Rhonda Bonnstetter, Jay Brown, Wiji Wijesiri, Nadine Schmidt, and Lori Baker.

Absent: Christine Olson (prior commitment).

**Agenda:**

- **Results of LEC/CIA-sponsored discussion of LEP outcomes from Wednesday, Feb.**

- **29.**

- Second meeting, March 20, 4-5:30pm and next steps.

Betsy was grateful the campus remained open but it also seemed that the weather likely had an effect on attendance. There were about 25 in attendance. People had been divided by LEP Outcomes, with a facilitator from the LEC leading each group.

The first meeting was to brainstorm, based on advice from Linda Suskie...to create a plan and a timeline for the Outcomes assessments. Some of the data, like critical thinking, has been collected...the purpose of the first meeting was also to learn who was already doing what.

Lori Baker shared it seems as though we may need to back pedal on some of the language, there is a need to do some re-wording. This will be reflected in the HLC report. It is acceptable to the HLC to reveal in the report a discovered deficiency and how you plan on addressing it or improving it.

There was some concern expressed at the meeting over the speed of actions, and realizing there will be consequences to plans and actions. We will need to emphasize that we will still be able to tweak and change as needed; the Outcomes assessments created this semester, and put into action, will not be carved in stone and we can make changes.

Jay Brown shared that he has been conducting pre and post tests for years, but the tests do not necessarily match-up with the Outcomes. He can force, shoehorn, the tests to match-up with some stuff, but does he continue doing what he is doing (which keeps his data relevant) or does he change the tests which will negate his previous data. Jay's tests are content driven and they do hit Programmatic goals too...maybe tweak just a bit by adding a couple measures to hit the LEP Outcomes. Maybe keyed exam questions to pull out specifically? It really can tell you something...pick a sample of 20 out of 100, don't have to do them all unless Scantron, then you can do all. Start with something manageable. Don't completely redesign.

Betsy shared there is a "life-long learning" rubric from the AAC&U; it may not be as difficult as we thought to find a mechanism for measurement. We will need to put things in terms that not only we understand but the students can understand as well.

The NSSE questions need some revision too, for students to understand better. What will be the process for tweaking the language? What did the Assembly actually approve and how will we take suggested changes forward? Take

proposed changes to the LEC, offer the suggestions, and then have the LEC move it to Assembly? What comes first...the plans or the tweaked language? Rhonda thought we could do both at the same time?

**Idea:** maybe have the LEC and CIA in a joint meeting after the March 20<sup>th</sup> get-together? We need to be together for discussion on how to proceed with language changes and to define clear and measureable means. What about an on-line discussion, the chat on D2L? Face-to-face synergy is best for back-and-forth discussion and determining actions. Betsy will contact Corey Butler regarding an initial meeting Monday, March 19<sup>th</sup> at 12:30, regular LEC time. We can talk about tasks and timelines, what we need to do.

- **Discussion of mini-grant applications for assessment activities**

This was mentioned last meeting. Do we wish to pursue this, do we have enough time? The Provost did ask for a budget to support assessment activities; Betsy submitted about \$29,000 which included a full-time Coordinator and Liaison, supplies, testing instruments, travel costs for the Coordinator and Liaison, etc. But, do we still aim for a grant for next year? Already doing so much, faculty energy already tapped enough? Rhonda's area really has the need to pursue some mini-grant dollars especially for the PE division of her Department, facing a Program self-study.

Who would review or approve applications? The CIA? Yes. We should have an early April deadline? First, we need to discover whether we have the funding for the applications? This would be separate from any Department/Program Self-Study monies.

**Edits/Changes to the application form:** Betsy will do this and then share with the CIA.

- ✓ Change all SSUs to SMSU
- ✓ Student services areas should be able to apply as well.
- ✓ LAC changed to LEP.
- ✓ Our own name is inconsistent; are we the Committee "on" or "for" institutional assessment. It was agreed to go with "for." Wiji will ask Jake Speer to fix on-line.
- ✓ Level One language is okay; Level Two: what does that mean? Get rid of "direct and indirect," just go with "assessment measures."
- ✓ Get rid of Filet Mignon; money for books? That is okay. Meeting incentives can be food, printing or reference materials.
- ✓ All levels should be offered \$200.00
- ✓ Make "Learning Outcomes" (change from Valued Student Outcomes). Get rid of "Valued" in all places.
- ✓ Eliminate "funding amounts will be determined..."
- ✓ Development goals language only (get rid of Objectives).
- ✓ Do we want course map listed on the application process? Yes, via the CIA site.
- ✓ Change at the bottom "send to": **Betsy? Never really decided.**
- ✓ The odd capitalization will be edited or corrected.
- ✓ The whole Level Three for funding bothers people. The "review of" should be added, as this is the level where "review of..." takes place.

- **Committing to Quality: Guidelines for assessment and accountability in higher education**

Betsy shared she has copies of *Effective Grading* and *Assessing Student Learning* to put on reserve in the Library. These are very good books, and will show people how what they are doing is already good and also how to make what they already do even better. Betsy thinks the books are so good she even takes them on vacation.

[www.newleadershipalliance.org](http://www.newleadershipalliance.org) scroll down to the bottom to find the way to order up to three free copies.

- **Review “Academic Programs Assessment File Documentation Checklist”**

Betsy shared the SMSU Academic Programs Assessment File Documentation Checklist. Departments can post on the appropriate t-drive the documentation as collected; Betsy and Lori will be able to “pull” from the t-drive everything posted by the Department or Program.

Should Programs within a Department have sub-files, to keep it manageable and help find what will be needed? Betsy thought to create a filing system that makes the most sense for future use because everyone will need to continue the assessments and collections beyond HLC preparations; this will now be annual and continuous.

Rhonda requested that the “one copy of” every pre and post test (eliminate) but say one copy of every assessment tool. Have people make a list of Program assessment tools and also provide a copy of every assessment tool.

- **Assessment folder for each Department on t-drive to deposit documents needed for HLC.**

See above. Does the Department Mission Statement have goals from each Program too?

Lori and Betsy shared that their Departments have a broad based two sentence Mission Statement with two or three goals as a Department. Goals can be implicit and explicit.

- **Resources posted on CIA webpage:**

Betsy has posted, in addition to all the other resources posted, the textbooks that are on reserve; Wiji keeps the site current.

- **Workshop/presentations/activities this semester to promote and support assessment SMSUFA Executive Committee updates of CIA/Assessment activity.**

(Not enough time)

- **Report of meeting involving Betsy, Lori Baker, and Scott Crowell regarding assessment of Student Affairs** (Not enough time).

**We added a meeting: we will meet at 9:00 a.m. on Friday, March 30<sup>th</sup>. Betsy will contact Kris Henspeter for scheduling a room.**

Meeting adjourned 10:30 a.m.

Respectfully submitted: Jan Loft