**CIA Meeting**

**Date:   Friday, April 18, 2014**

**Time:  10:30am-11:30am**

**Room:  BA 524**

Attendance: Betsy Desy, Lori Baker, Pam Sukalski and Jan Loft, Nadine Schmidt, Monica Miller, Christine Olson, Jay Brown, Linda Nelson and Alan Matzner

Absent:, Wiji Wijesiri, Sang Jung (on sabbatical), Jane Wrede, Michael Cheng, Mike Rich, Scott Crowell and Marcia Beukelman, Rhonda Bonnstetter, Carrie Hansen.

**Information Items:**

* New faculty appointments to CIA: At this time there have been not been any new appointees or volunteers, other than Lori Baker. Betsy spoke with Vicky Brockman; if any current member whose term is up would like to continue they should indicate to Vicky and Betsy they are willing to be reappointed. We might have to wait until fall semester for more names, unless faculty get their names into Vicky very soon.

**Action Items:**

* May meeting date?: If we decide to schedule another meeting Betsy promised she will bring chocolate cake or a cheesecake. May 2nd was considered; we will wait until the end of the meeting to determine whether we need to meet in May or not. Jan will be off camps at MSU-Mankato on the 2nd but someone could take the minutes that day. It was also mentioned that we need to determine time and dates for the fall semester to help people get their fall semester schedules coordinated. The third Friday of the month? At 9:00 a.m.? That seemed to be a good idea.
* CIA reps on LEP AHA (Ad Hoc Assessment) teams for LEP outcome 2 (communication)—Jay Brown; outcome 3 (creative thinking)--??; and outcome 4 (critical thinking)--??

Outcome 4 Critical Thinking Pam Sukalski with some help from Brett Gaul before his spring 2015 sabbatical will serve for the LEC. Lori Baker will serve as the CIA representative.

Outcome 2 Communication: Jay Brown from CIA; Will Thomas agreed to represent LEC.

Outcome 4 Creative Thinking: Linda Nelson agreed to represent LEC.

Overall, we need representation on the CIA from Accounting, Finance and Management and Political Science. We also need representation from the FL/Humanities/Philosophy Department. Kerry Livingston’s name was mentioned as a replacement for Christine Olson. There will again be the duty day for assessment planning just after Commencement. Terms would start in August but “co-serve” with the incumbent into October, for a good transition.

* Review academic program assessment plan summary reports:

Betsy talked with Christine and Lori regarding a template for this; Christine had shared her template, something she used in the past. It would be nice to give all Programs a single template so that all reports look similar with data arranged in a cohesive and organized way. These will be the types of data also helpful for Annual Reports and Program Reviews. Replication of data collection and reporting is a concern for some. We should have a template ready for the fall semester, this makes sense, so when reports are in and Annual Reports are due they can simply pull the template for information. The CIA can collect and review all the information in the fall semester. Once people get into the habit of collecting and organizing the data it will always “be there” and easily accessible for use; a good habit of updates and continued collection will make it a culture of assessment. The initial start will be the hardest part, but if it becomes a habit it is much easier. It was noted that a template will need some alternatives in the format, if certain segments of a template do not work for everyone. For example, the template used by Creative Writing did not work completely for the Professional Writing Program because they do a comprehensive portfolio assessment; a template would need to provide an alternative reporting method for PWC.

About 13 documents were posted on the t-drive from Programs that have submitted some sort of summary or overview of assessment up to this point: Creative Writing; Biology; Chemistry; Environmental Science; Exercise Science; LEP Composition; Science Department summary; Literature; Nursing; Physics; PWC; Fine Arts and Communication with Program segments within (each Program at various stages of progress); Writing Center.

Social Science: Christine Olson noted that her entire Department has created the reports for every Program but the reports are located elsewhere on the t-drive. The work is done, just not accessible today. Christine summarized what the Social Science Programs have done. All Programs can show they have the pieces of what they need, maybe a “one year or three years out” aim with assessment at the time but yet not called a “plan.” The Programs are collecting data, looking at it, using it and closing the loop. Christine also explained the general summary of the Civic Engagement Assessment Report (see handout).

Betsy noted that Education has made available their information as well.

Reviewed: What we are looking for is “do they have a plan” and what are they doing with it? At this time, Programs have pieces but not necessarily a complete report. It was noted that time set aside for assessment gets coopted for other things, such as requests for budget strategies and ideas. If time is put on the calendar there is a need for accountability, that the time was used well and there should be a summary report of what was accomplished during this set aside time.

What do we need to do now? Do we need a May meeting? What do we start with, objectives for October? Lori wishes to write the summary report to be distributed to other units on campus on the status of assessment, what Departments need, closing the loop at SMSU, etc. Please keep in mind we need to think about the “greater purpose” and not just as an HLC Report. It needs to be a report to the campus, to help create the assessment culture on campus, and to get away from that “just for the HLC” thinking. What do we want to report out to the whole campus? We will meet May 2nd at 10:30 to focus on what will be reported out and what it will look like. What will the CIA Report include and contain? Look at what was commonly suggested, format, appearance? We have come so far from two years ago, we really have some good information, we have consistency in mind, and a template design in mind…we should be feeling good about this. We need to provide evidence that assessment is part of the culture; we do not need to be perfect but be able to show progress and moving forward. The May meeting should also focus on what we will do starting in August, lessons learned and pilots. We will want to create a consistent voice.

Meeting adjourned at Noon.

Respectfully submitted, Jan Loft