**CIA Meeting**

**Date:   Friday, Feb. 21, 2014**

**Time:  10:30 am--11:20 am**

**Room:  BA 524**

Attendance: Betsy Desy, Lori Baker, Linda Nelson, Rhonda Bonnstetter, Pam Sukalski and Jay Brown.

Absent: Jan Loft, Wiji Wijesiri, Sang Jung (on sabbatical), Carrie Hansen, Alan Matzner, Jane Wrede, Nadine Schmidt, Michael Cheng, Mike Rich and Scott Crowell, Monica Miller, Marcia Beukelman, and Christine Olson.

**Action Items:**

* March 1 assessment mini-grant ---when to review proposals before March 21 meeting:

Betsy will post the applications as soon as she can after the March 1st deadline. Please have read and reviewed the applications for determinations and votes on March 21st.

* Lunch and Learn for Spring 2014 tentatively scheduled:
  + April 10—Assessment in Student Affairs (Scott Crowell and panel): Betsy is double checking on the status of this Lunch and Learn.
* CIA reps on LEP AHA (Ad Hoc Assessment) teams for LEP outcome 2 (communication), outcome 3 (creative thinking), and outcome 4 (critical thinking):

Jay Brown volunteered to be the CIA representative for Outcome 2 Communication. The other two Outcomes will need CIA representation and we will have this on the March 21st agenda. Also, the LEC will soon have to name their three representatives for these Outcomes.

* CIA’s role in providing information for HLC report---suggestions
  + Each department representative reviews ‘*assessment file documentation checklist’* for his/her department’s programs.
    - Note if item on checklist is not present
* All Chairpersons will be asked if their CIA representative can have access to the Department’s t-drive folder that holds the Department’s and related Program’s assessment plans. If a Department does not have a CIA representative then the Chairperson will be responsible. We now need assessment reports, updates, the assessments on the assessment. The CIA is asking for these updated assessment reports on assessment to be submitted by March 21st. There will soon be a template made available for Departments to use to assess plans and actions up to this point. The template will be sent to Chairpersons via email.
* The CIA hopes to start reviewing the reports at the April 18th meeting.
* The CIA needs to file a report at the end of the year; this data is important.
* Betsy will create a file “Assessment Plan and Results” for this purpose.
* Linda Nelson will follow-up on academic support service areas that report to academic Departments.
  + CIA representative locates and reviews program’s **assessment plan  (see attached template)**
* Was assessment conducted in year indicated in assessment plan?
  + - Where is assessment data located for each program/department, i.e., program self-study, Department Annual Report, or separate assessment report?  (Would it be obvious for HLC reviewer?)
      * Is it obvious that program/dept. is using data to drive cycle of continuous improvement in program/department?
  + Each CIA representative will write a summary report for his/her department’s programs (e.g., total number of programs that are collecting assessment data per plan)...
    - Ultimately, these data can be part of template for Department Annual Reports?

Respectfully submitted based upon notes from meeting,

Jan Loft

***SMSU Academic Programs***

***Assessment File Documentation Checklist***

***CIA***

**Program/Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ Program goals and student learning outcomes**

**\_\_\_\_\_ Where are they found on t-drive?**

**\_\_\_\_\_ Program self-study reports. List years :**

**\_\_\_\_\_ Department Annual Reports. List years:**

**\_\_\_\_\_ Program course map**

**\_\_\_\_\_ Program Assessment Plan, 2-5 years**

* Was assessment conducted in year indicated in assessment plan? Indicate year of assessment data. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_ Program Assessment Reports**

* + - Where is assessment data located for each program/department, i.e., program self-study, Department Annual Report, or separate assessment report? (Would it be obvious for HLC reviewer?)
      * Is it obvious that program/dept. is using data to drive cycle of continuous improvement in program/department?
* Provide summary statement.

Revised 2.20.14