**CIA Meeting**

**Date:   Friday, Jan. 24, 2014**

**Time:  10:30 am-11:20 am**

**Room:  BA 524**

Attendance: Betsy Desy, Monica Miller, Lori Baker, Jan Loft, Pam Sukalski and Marcia Beukelman, Jay Brown and Christine Olson.

Absent: Wiji Wijesiri, Sang Jung (on sabbatical),Carrie Hansen, Rhonda Bonnstetter, Alan Matzner, Linda Nelson, Jane Wrede, Nadine Schmidt, Michael Cheng, Mike Rich and Scott Crowell.

**Information Items:**

* Last assessment mini-grant application is March 1st.
* Betsy shared the edited/updated CIA charge is moving through the various Meet and Confers. Once all bargaining units have seen the new language we will be informed when accepted.

**Action Items:**

* Report on conversation with Connie Gores regarding presentation—*Best Practices in Assessment from HLC Perspective*
  + Suggested dates:  Feb 13 or Feb 27; scheduling the best date is hard. Is there a driving need to schedule this event? Perhaps, due to a variety of circumstances at this time, the weight of how much is going on right now, we will forego this and try for another time. If this might be poorly attended our time may be better spent on other meetings and urgent matters.
  + Suggested venue: Moot.
* Lunch and Learns for Spring 2014 tentatively scheduled:
  + April 10—Assessment in Student Affairs: Scott Crowell has indicated to Betsy that he will line up a number of people in his area, people involved with the assessment activities going on in Student Affairs. CH-217 has been reserved.
  + April 24 possibilities: Due to a number of reasons (current issues, possible Thursday fatigue, etc.) it was determined to cancel plans for April 24th.
    - More on HLC and I AM SMSU
    - Talking about teaching and assessment measures (sample topics from Jay Brown)
    - Good pre- and post-assessment formats (number of questions, process information easily, etc. ) for 100-level courses with 70+ students.
    - How do you increase student participation in assessment – data seems mostly from a self-selected group?
* NSSE: Christine Olson gave a brief update on where Scott Peterson and Christine are with collecting and organizing the data. More on this later.
* Betsy reported that the CIA will be involved with assessing the outcomes that are generated by the Strategic Plan. The Strategic Planning Committee is now in sub-groups but have yet to meet. Each group has a specific area and will explore objectives and outcomes. The next question: not sure what we spend our time with now; don’t want to take time just to meet. Perhaps we are in a “holding pattern.” If we knew when the Strategic Planning groups would have some plans organized, that might be the better time to use the NSSE data. To do an effective job with any meaning we need a research question or a purpose for the data in order for it to be useful.
* There was discussion on when we will start to do what we said we would do. For example, “close the loop” on the flow chart, to review the assessment plans up to this time. We need to take a look at all the collected assessment materials. Betsy has a table broken down by Department/Program, assessment activities, program plans, etc. We are supposed to provide feedback to the Departments. We need to keep this simple, to not develop a cumbersome task. At this point the only people that have access to Betsy’s table on the t-drive are the Department Chairpersons and the Administrative Assistants. We do not want this to become a burden to the CIA members. It is not so much that we should not do this, but how to do it effectively. Maybe we could start with taking a look at outcome(s) to ensure each is a measurable outcome and to offer advice on how to improve the outcome to make it measurable.
* Lori Baker said it might be a good time to start thinking about who will be the CIA representatives on the next three AHA teams. We should get a report from the current AHA teams. Christine Olson shared how her Program is thinking about reshaping how they market and deliver courses, delivery locations, the outcomes desired and how the Program might better provide the opportunities to meet outcomes, etc. Internships, for example, can be used for marketing and recruiting tools. Research too is a high retention tool and is highly regarded by industry.
* Should we start to brainstorm on how to “actualize” the flow chart? What processes can we put in place to assess the Institutional Plan? Please everyone take a look, come up with some ideas and send them to Betsy. Betsy will compile and share. How do we contribute to the continuous “Spiral of Improvement”? Maybe someone from this group could get to know the College Now teachers, where there is a strong pool of potential students.
* Determining priorities for FY14-FY15
  + Aligning strategic planning process with CIA goals (See above).
  + Department Annual Reports
    - Developing template for Program/Dept assessment of student learning to be used for Dept Annual Reports
  + Upgrading CIA webpage:  what should we be posting that will assist faculty and staff in assessment activities?
  + Departments/programs/units posting goals on respective webpages—should CIA endorse?

**Next meeting: February 21st. Please come prepared to contribute to the continuous spiral of improvement and the overall health of the University.**

Respectfully submitted,

Jan Loft