**CIA Meeting**

**Date:   Friday, May 2, 2014**

**Time:  10:30am-11:30am**

**Room:  BA 524**

Attendance: Betsy Desy, Lori Baker, Pam Sukalski, Nadine Schmidt, Christine Olson, Linda Nelson

Absent: Alan Matzner, Monica Miller, Jay Brown, Wije Wijesiri, Sang Jung (on sabbatical), Jane Wrede, Michael Cheng, Mike Rich, Scott Crowell, Marcia Beukelman, Rhonda Bonnstetter, Carrie Hansen, Jan Loft

**Information Items:**

* ***New faculty appointments to CIA and CIA reps on LEP AHA (Ad Hoc Assessment) teams for LEP outcomes***
* Christine spoke to Kerry about taking her place on the CIA. Kerry said she had already indicated her interest and that Will had talked to her about co-chairing an AHA team. There was some discussion as to whether Will’s conversation with Kerry was about her serving on the AHA team or on CIA or both? Kerry (or someone on her behalf) needs to tell Vicky the “official” information.
* There was discussion regarding whether there will be a meeting for the new AHA teams and if so, what the date will be? Those in the know are assuming May 12. There has been no message sent out yet. Is there funding for the meeting? There is funding. Arrangements need to be made and message sent as soon as possible. Someone needs to contact Will to confirm (Pam emailed him during meeting).
* There was discussion about what happened at last year’s meeting. Those who participated reported that it was mostly brainstorming a game plan for how to conduct the review, with Beth providing some context for the discussion. Will has talked to potential AHA members – do they know that there is a meeting day, and what they will be doing? Linda reports that Will says he does not have all the names of people – there is possibly more information coming from Vicky. One or two teams are a member or two short – that might be the reason for the delay.
* ***Suggested CIA meeting dates for FY15:***
* Time and dates finalized to 9-10:20 am on the following Fridays: 8/29, 9/19, 10/17, 11/21, and 12/19

**Action Items:**

* ***Summary of academic program assessment reports for HLC and faculty:  Lessons learned from this process***
* Lori will add to the appropriate HLC chapter a summary of where the overall institutional assessment process is. Then the HLC team can check this in the Fall and follow up. The CIA can review and write a summary report in the Fall based on what was collected this Spring. There was discussion about “closing the assessment loop” (how results are used to make changes) and ways to encourage that (via PDR reviews, in our own work, etc.). There was reiteration of the idea that it is okay to begin with small steps of self-reflection.
* ***A self-assessment:  What has CIA accomplished this year that we want to report?***
* The committee feels it would also be nice to have a separate document outlining the work that the CIA did this year – breaking down the CIA charge and addressing what we did under each item. Betsy will draft this report in mid-June. Committee members should send items to include to Betsy and indicate what portion of the charge to put it under. Betsy will also check with Monica about the status of updating the charge.
* ***Agenda and timelines for FY15, priorities, etc.***
* At the HLC meeting this morning, Betsy talked with Lori about the CIA’s role in helping publicize the HLC visit and other ways the CIA might be of assistance.
* There was a discussion about ways to foster assessment on campus. Betsy reported on an institution that found the most sustainable way to change campus culture of assessment was grassroots (not big workshop/meetings). There was discussion of the idea of assessment mentors (CIA members could serve that role in their departments – not as “experts,” but as guides). Committee members are asked to keep reminding colleagues in Department meetings to reflect on data and findings and how those will be used. The model institution started a core of faculty meeting informally once a month talking about teaching, learning, assessment, etc.
* Christine asked a question about when HLC might start looking at information – Lori said 8 weeks before their visit (near the beginning of the school year). Everyone is asked to look at their own website and public information and view it through the eyes of what a reviewer might be looking for.
* Regarding a department annual report template, there was further emphasis on the importance of giving it to departments at beginning of year so people can be thinking about was is needed throughout the year. Betsy suggested that we might work with the Department of Fine Arts & Communication template from John Ginocchio as a starting point.
* Regarding the “lunch and learns,” it was noted that they were not very well attended. Linda asked if there is a way to include them in professional development days. At this point, we are not sure which way (content-wise) professional development days will be trending. Committee members reiterated that we need calendared assessment days that do not get taken over by other issues. The format of a context-setting hour-long meeting first, then each program working on its own seemed to work well. Are assessment days on the calendar for next year? There is one in February.
* Regarding the assessment mini-grants: Betsy noted that she needs to set aside half of the assessment budget next year for NSSE (about $3,600), and the last round of AHA teams ($5,000). Should there be different focus for the grants? Does $200 have to be the limit? There was discussion of grants to an entire Department, which could lead to a team approach and peer review opportunities and cross-pollination.
* There were ideas discussed about moderated discussion groups (not “presentations”) with lunch provided (as a replacement for lunch and learns or an option for mini-grants). An “assessment support group” of sorts. Pam suggested calling it “The A-hour”. We could add a requirement for mini-grant recipients to participate in these.
* The possibility was discussed of expanding assessment collaboration each year, first within programs (as is already being done), then departments (for next year), then colleges, then the entire university. There was ongoing discussion about incorporating the student services side – their organizational structure is different. Civic Engagement has a summary report of all residence hall activities, and is working on template for student services to report civic engagement activities.

Meeting adjourned at approximately 11:35.

Respectfully submitted, Nadine P. Schmidt