**CIA Meeting**

**Date:   Wednesday, April 15, 2015**

**Time:   11:30am - 12:30pm**

**Room:  BA 524**

**Members Present:** *Betsy Desy, Alan Matzner, Jay Brown, Linda Nelson, Lori Baker, Marcia Beukelman, Michael Kurowski, Monica Miller, Pam Sukalski*

**Information Items:**

* Letters to Assessment mini-grant award recipients were sent a week after last meeting
* AHA/CIA co-leads for 2015-2016 LEP outcome 7. Moral – Kathy Schafer from CIA; Sami Shahin from LEP *Call has gone out for additional members. Pam will check with SMUSFA President Vicky Brockman about this.*
* AHA Reports on T:drive – *Pam posted copies of two of the 2013-14 AHA team reports (Outcome #5 – Physical and Social World and Outcome #6 – Diversity) out on the T:Drive. Members should read/review these prior to next meeting. According to the Assessment Plan, the LEC is to prepare a summary report and deliver this report to the SMSU Faculty Assembly.*

**Action Items:**

* Wende Garrison, AAC&U VALUE project manager for AAC&U/Minnesota Collaborative Pilot (MCP) Project, is available to help with rubrics if we want
  + Consider for Fall Professional Development Day (August 18)?

*Betsy has been in communication with Wende about the possibility of coming down to SMSU to offer some professional development related to rubrics. Question was brought to this group to see if there is interest in this; group agreed there would be value in pursing this since limited cost (mileage and lodging, no fees). This possibility will be brought to SMSUFA president Vicky Brockman as the faculty has taken the lead on professional development day agendas.*

* Retrospective Assessment Mini-Grant Monies
  + Consideration of changing grant guidelines to allow requests for completed activities. Follow wording used for FIG monies? “Retroactive requests for activities completed prior to the announced period covered will be considered for funding, but only if such a proposal is submitted during the first application round following the activity.”

*Motion was moved, seconded and approved to add the following language to the mini-grant guidelines:*

* + *Retroactive requests for activities completed prior to the announced period covered will be considered for funding, but only if such a proposal is submitted during the first application round following the activity within the same fiscal year.*

*Pam will provide language to Monica Miller who will update the necessary documents.*

* Discussion of Senior Survey revision
  + - See sample survey Alan put together – **This is to help us visualize what the survey could look like; the questions have not been determined yet.** <https://smsuir.az1.qualtrics.com/jfe/form/SV_5ilH6Mw8u1OcLTn>
* Questions to consider:
* What questions would you like to see on the survey?
* How will the data be used/useful?

*The committee reviewed the format and the questions Alan had put together. The intent was to see the design and possible format options for the Senior Survey. Much discussion about wording and options. Alan will make proposed changes and send the revised survey out to the group for review. Betsy will share with President Gores to get her feedback/input. Goal is to make a decision at the next meeting so this new survey could be used beginning July 1. Adjustments could be made later if needed, but we want to move to a new format this upcoming FY.*

* Review proposed Academic Program Annual Assessment Report template
  + Betsy will bring copies of one sample
  + Discuss what we will do with this data if Programs include it in their report

*Meeting concluded prior to discussion.*

* Next meeting, May 6 – *this is during finals week; after a review of the Finals schedule, the time of 11:00 was decided.*

Meeting concluded: 12:25 PM

Next meeting: May 6, 2015 at 11:00 a.m.

Minutes respectfully submitted by: Pam Sukalski