**CIA Meeting**

**Date:   Wednesday, May 6, 2015**

**Time:   11:00am - 12:00pm**

**Room:  BA 524**

Members present: Pam Sukalski, Linda Nelson, Marcia Beukelman, Michael Kurowski, Monica Miller, Kathy Schafer, Jay Brown, Betsy Desy, Kerry Livingston

**Information Items:**

      Welcome to Teresa Henning – Assessment Coordinator

o   Meeting dates & times for next academic year TBD

o   Informal future agenda items survey

*Teresa gave cards for agenda item suggestions for next year as well as meeting time suggestions.*

       AHA Reports on T: Drive – Committee on Institutional Assessment – AHA Reports folder

o   Diversity

o   Physical & Social World

*On T Drive – will continue to be worked on next fall. On hold as we take this to faculty assembly next fall.*

       AHA Team – Moral: Co-chairs are Sami Shahin & Kathy Schafer; team member approved through SMUSFA to date is Brett Gaul. Have two more openings for faculty representation.

**Action Items:**

         HLC Assessment Academy (if approved) – Approve Academy members as ex-officio members for next 4 years

 *Potential for valuable input from other individuals on the Academy who are not on the CIA committee. Motion by Teresa Henning, and second by Jay Brown, to allow Academy members to attend future CIA meetings. Motion carried unanimously.*

         AHA report template (draft attached)

 *Draft created to have a template for consistency in reporting. This is just only a draft template. Faculty assembly input will be approached next fall through LEC committee. Reviewed draft template. Suggestions – add co-curriculars in the introduction section. Also suggested adding timelines. Also discussed a coordinated effort to get data so that departments can consistently report data – one request, one place for data…*

 *Plan to use the template as a pilot for now.*

         Suggestions for Professional Development Day?

o   PD Committee is Provost Loft, Sharon Kabes & Joan Gittens

*Suggestion: Departments work with assessment plans with directive given in the morning with departments working on them in the afternoon.*

         Discussion of Senior Survey revision

  See sample survey Alan Matzner put together –<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?