

CIA Meeting Minutes

Date: Friday, April 15, 2016

Time: 9-10:15 a.m.

Room: BA 524

Present: Michelle Beach, Jay Brown, Pam Gladis, Joyce Hwang, Jan Loft, Alan Matzner, Maureen Sander-Staudt, Kathy Schaefer, Nadine Schmidt, Kevin Danielson (intern)

Assessment Academy Team Update

- Pam: The team met and had a conference call with our mentor and scholar. We are still gathering matrices; hopefully there will be a few more matrices submitted by the end of the year.
- Dr. Watson is at the HLC meeting today. He is meeting with the academy mentor while he's there.
- Pam: We would like to see student learning outcomes on each department's websites.
 - Kathy Schaefer: Yes, this is important for the transfer pathways project, too.
- Dean Loft: Back in my day, MnSCU decided that course outlines should be on the website. But the syllabus belonged to the faculty. Some departments posted it, but others didn't. Then it fell to the wayside. When others wanted to compare, SMSU was weak on course outlines.

New CIA Website Draft

- One of Teresa's tasks for Kevin, the University Assessment Intern, was to revamp the website. Kevin presented the progress he's made throughout the semester on that.
- All the pages underwent copyediting. This includes ensuring that spelling, capitalization, and hyphenation stayed consistent throughout all the pages. It also meant making sure all the headers were the same levels, and that appropriate files were in PDF form. A style sheet was created and is on the T drive.
- Summary of major changes:
 - Copyedited each page to ensure consistency among pages. This includes consistent levels of headings, spelling and capitalization, and number formats.
 - Meeting Minutes moved to Goals of the Committee tab. Committee Members tab created so users can find this information easier. Both Meeting Minutes and Committee Members pertain to the committee at large, so these tabs were placed here.
 - Meeting Minutes page reorganized for better visual appeal. All documents converted to PDFs.
 - Minnesota Collaborative Project's FAQ sheet was important information, and warranted its own subtab.
 - Resources on this page now have descriptions.
 - Assessment Academy main page contains an overview, description of AHA teams, and NSSE data. This contains two subtabs:
 - Assessment Academy Project delivers more information on the project. Important dates and resources to go along with it.

- Program Assessments: Completed matrices and assessment material for each program will be placed here.
 - Training and Events now merged with Resources and Links to make new Additional Resources tab.
- It was discussed that Training and Events should not be merged with Resources, but remain its own tab.

LEP Assessment Plan – AHA Teams?

- The team is at the end of the cycle with the seven outcomes. Do we stick with this, or change it? Conversation ensued...
 - Concerns over assessment fatigue, and faculty being unclear about what has been done with data that has already been gathered.
 - Consider a Comprehensive Review Year (CRY) to assess what we have done.
 - The HLC comes back in 2017 and we have to show progress in assessing our LEP.
 - Some AHA teams got frustrated because they didn't get the data. In the long run, the Assessment Academy project with the matrices should help with this data gathering.
 - Joyce: Having the matrices done and on the website should be a good step forward to show HLC. Pam says we will need to show them more than the matrices. But the matrices also help programs reflect on themselves.
- Dean Loft shared with the group the findings of the LEP student focus group held last night. Students see the value in LEP 400. Many students said to axe LEP 100 because it's all over the place. Some course descriptions are too vague. Students want a life skills class for debit cards, loans, mortgages, etc. They believe they can get critical thinking from another class. New course would have a component where students have to be active in at least on club for the full semester.
 - Alan: Outside research is saying the same thing. And exit surveys from students have the same feedback.
 - Kathy: Will life skills be accepted by the LEC?
 - Jan: Professors are clearly expressing academic freedom in LEP 100 classes. In order for a life skills class to happen, the faculty would have to want to take the feedback and use it.
 - Some students at the focus group said they did find their major with the help of LEP 100.
 - Jan: We have to tell faculty that if we have a course like this, anyone would have the right to teach it, no matter the discipline.

Strategic Planning Document

- Did not get to at this meeting. Will be back on the agenda for the next one.

Meeting concluded at 10:15

Respectfully submitted by: Kevin Danielson