**CIA Meeting**

**Date:   Friday, August 28, 2015**

**Time:   9-10:15 a.m.**

**Room:  BA 524**

**Attendance: Betsy Desy, Teresa Henning, Jan Loft, Pam Gladis, Nancyruth Leibold, Kathy Schaefer, Lisa Lucas, Monica Miller, Dwight Watson, Marcia Beukelman, Alan Matzner, Jay Brown, Rick Herder, Maureen Sander-Staudt, Linda Nelson, Nadine Purvis-Schmidt and Scott Crowell.**

**Absent: Unknown at this time.**

**Information Items:**

* Welcome/introduction of new members: Teresa requested we go around the table for introductions. Jan asked that Teresa send a list of all members, as accurate as possible, at this time.
* Guest: Betsy Desy was invited to talk about a project to get faculty to read: Creating Self-Regulated Learners: Betsy has been involved for a few year with a PULSE; selected to serve through a national application and search: the group’s focus is the transformation of life science education on a national basis; multiple meetings have centered on helping students be better learners and to discuss cognitive methods that may or may not be in place that hinder student learning. This topic intrigues Betsy. Betsy spoke with Jeff Bell and he too is now excited about this. The SMSU Foundation had grants available and all she would need was the books; previously she got to know Sue Pieper, our PDD speaker. Sue Pieper conducted a workshop in Arizona and she learned that faculty really seemed to like this book and use the strategies. Betsy wrote a grant basically for the cost of the books. Request through President and SmSUFA a time that may or may not work for all but it will be voluntary and semi-structured in that there will be reading assignments in order to help with discussion during the meetings. One thing you get, with your commitment, you get a copy of the book. The announcement should be out Monday or so. Questions, talk to Betsy or respond to Betsy or Jeff Bell. There will be cookies so RSVP; it is a Friday September 18th at Noon in the Upper CC room with comfortable chairs. The days/times is not written in stone but can be flexible.
* Meeting days and times for the fall semester; 9-10:15 these Fridays: 9/11, 9/25, 10/2, 10/23, 11/6, 11/20, 12/4, possible meeting during finals week? TBA: Please note these meeting dates and times, please mark your calendar. Teresa based these times on teaching schedules and she aligned as best she could. Teresa would prefer NOT to meet during Final Exam week but only if needed.
* Committee Membership Update (Henning to provide document): Teresa is still working with Jeff Kolnick. Teresa does not understand how it works for non-faculty members. Rotation? Betsy explained that in the past she had asked bargaining unit heads to appoint folks for a two year appointment. Marcia Beukelman is interested in staying on the CIA.
* Assessment Academy update: Thank you to Betsy for writing the Assessment Academy application. There are two meetings this fall: the first just two members of the team attend; the Provost and Teresa, traveling to orientation to the Academy in Chicago. The second trip, tentative in October 14, 15, 16 somewhere in the Chicago area. The team is comprised of Betsy Desy, Provost Watson, Pam Gladis, Teresa Henning, Scott Crowell and Alan Matzner. Scott was tasked with finding the one or two students: with S.A. they will ask but some of the most active students are athletes and this is a hard time of the year to be gone. They may also look to RHA for students or maybe from the classrooms with faculty recommendations? Orientation leaders too? Faculty will be encouraged to announce this opportunity in class. Jeff Kolnick has one big concern for the Academy: whatever plan the team comes up with the faculty should have some say in the plan and not get overly ambitious but create a project that is doable and that we can finish. Teresa will keep SmSUFA involved. Betsy said Sue Pieper says that the mentor does not suggest actions that are overwhelming but suggests to keep things manageable. The mentor will be helpful that way and will be mindful of what is manageable for the institution.
* Did Outlook Appointment work ok? Yes please continue, should arrive as an email.

       AHA Reports on T: Drive – Committee on Institutional Assessment – AHA Reports folder: If you have not read on the t-drive, please do so.

* Diversity
* Physical & Social World

       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. Does this committee still have these two openings? The answer is yes, as far as Pam knows. Kolnick has or will put out a call for two more members.

* Other informational items from committee? Should the work of this group and the AHA teams be publicly provided or should it stay internal to the groups initially? Eventually shared with faculty. Reports are private until provided to the Faculty Assembly, the posted via tab on the CIA page.

**Action Items:**

* For discussion and vote: changing language in committee charge with respect to membership (exact language in a handout): Teresa provided background on why the revised language is being contemplated. If we “vote” it is actually a recommendation that will be taken to the Monday 8/31/15 Meet and Confer. Do we want to add students to the CIA? The conduit can be the students serving on the Assessment Academy team. Helpful to have students from both Colleges is a good idea.

**\*\* Motion 1 \*\*** Teresa Henning moved that we forward this with a positive recommendation.

Pam Gladis seconded

**Motion carried.**

* For discussion: What to do with AHA reports? Here’s the language found on the LEC page:

Each AHA Team will prepare a summary report on their assigned student learning outcome by the end of September in the following academic year. These reports will be delivered to the LEC and the CIA and will describe both the processes for data collection and the implications of the data.

By the end of October, the LEC will prepare a summary report based on the work of all of the previous year’s AHA Teams and deliver this report to the SMSU Faculty Assembly, after which the individual reports and the summary will be distributed to the campus community and posted online. Both the LEC and individual programs will use assessment results to propose adjustments to their respective curricula. <http://www.smsu.edu/resources/webspaces/academics/liberaleducationprogram/lep%20assessment%20plan/smsu%20lep%20assessment%20plan%20adopted%202-14-13.pdf>

* Discussion of Senior Survey revision: Carry over from May meeting: Better to be known as the Completion Survey? Last year some of the folks from the CIA helped revise the senior survey and at this time it is instrumental form and ready to go. Alan will be tweaking the process this fall for the administration of the survey at the end of fall semester. After degree checks are reviewed the Civic Engagement and Career Services surveys as well as this one will be coordinated and how we will contact the students will be reviewed. Alan hopes that by late November early December he will have some results to bring to the CIA for review and feedback. Over the summer leadership discussed using this survey parallel with first year students, launch at the start of the semester but it makes more sense to determine what we really want to know so administer the survey later in the fall semester or early spring semester for a more experienced first year student perspective? Alan requests survey questions be concise and workable on a mobile device. It affects how you ask questions and they need to be simple questions when responses come from a mobile device. Alan would welcome some concepts and ideas for this survey construction. Alan is open to anything at this point; timing will be important, timing with the EOY administration of NSSE. Betsy gave a quick review of the history of the senior surveys, the poorly constructed surveys that were burdensome and really needed to be more useful. We should not duplicate NSSE. What would be useful for Programs, data they can grab and use for planning and the future? Needs to be meaningful and used by the majority of people on the campus. Bottom line, what do we want to learn from the first year students? What do we want to learn about where they are as learners, when they begin and then be able to see the transformation of learning that would be reflected in the senior survey? Should be aligned with learning outcomes? Connected with advising, what is their comfort with advising, do they feel supported? We mean all first year students?
* Why are we doing freshman survey? Persistence survey exists? Who knows about this? Credits related to concurrent enrollment?
* This group should sort and determine the purposes for the surveys so we have information that we need, and maybe eliminate others. We need to do an inventory of surveys. Alan’s thought is that he knows of surveys but what is the best way for him to know what everyone on campus is trying to compile? Many areas have surveys that are going on, rather hidden. The Provost wants to start with the campus surveys we must do and then find the periphery surveys. Ask each Department Chair to ask all Department members who is conducting a survey? How do we connect with those that are not Chairpersons or in a Department? Scott says he has an easy way, he can ask his folks at their regularly scheduled meetings. What about ARAMARK’s surveys, and other surveys? Students are growing tired of the many surveys they receive. Administrative Assistants might catch some, contact College Now, contact Academic Outreach/Extended Learning, and contact the IRB too.
* How accurate is a first year student’s self-assessment as a learner? Often times a student will “over rate” themselves. Are freshman/first year learning about all the support service on campus? Have they been made aware of services?
* Alan will bring a survey “starting point” to the September 25th meeting. Please send well worded specific questions for the survey to Alan. If the question is not “mobile friendly” that is okay but it should be considered.

Next Meeting: September 11th with a reminder that will be sent.

Meeting concluded about 10:09 a.m.

Respectfully submitted,

Jan Loft