

CIA Meeting

Date: Friday, September 11, 2015

Time: 9-10:15 a.m.

Room: BA 524

Present: Teresa Henning, Kathy Schaefer, Pam Gladis, Jay Brown, Rick Robinson, Joyce Hwang, Michelle Beach, Nancyruth Leibold, Linda Nelson, Nadine Schmidt, Michael Kurowski, Lisa Lucas, Alan Matzner. Several members were attending the President's Cabinet meeting.

Information Items:

- **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
- **CIA web site revision show and tell** – The CIA website revision in progress. Monica Miller will report at the next meeting.
- **Committee Membership update** – This item was tabled till the next meeting.
- **Assessment Academy show & tell** – Teresa provided information about the Assessment Academy. Those who would like to see a copy of the report, can request it from Teresa. Highlights of Teresa's presentation include the following: The Academy is for professional development; it is not there to tell us what to do. The report includes outcomes for our participation in the Assessment Academy. The overall mindset is that assessment should be a process of learning. Our participation in the Academy will be vetted through the faculty association. The report includes an explanation of the structure of the process, what the Academy is and is not, etc. There was discussion about assessment of upper level classes and programs overall, including the difficulty of getting statistically valid samples in smaller majors and classes, the fact that responsibility for some capstone classes rotates among program faculty, and not everyone assesses or assesses in a compatible way. There was discussion of an example from Education, specifically the use of portfolios. There was also discussion of the challenges of requiring everyone in a program to do something similar without an organization such as the Board of Teaching to require it, including issues of academic freedom, for example. There was a question about how Student Affairs did in the HLC report in terms of assessment. Teresa reported that the Student Affairs programs were praised, and it was suggested that the academic side might find it helpful to interact more with Student Affairs side, because they are doing a great job assessing what they do, collecting and using data, etc.
- **First assessment mini grants due October** – Teresa asked members to please announce the next round of mini-grants to their departments. The deadline for the next round is October 1. Application forms are available on the CIA website. To access the forms from the SMSU home page: Administration>Assessment>Committee for Institutional Assessment> Assessment Mini-Grants.

- **MCP project: Part II** – Teresa provided an overview of past activity under this project. Some of the MCP data will be helpful in answering assessment concerns and needs. SMSUFA has agreed to participate in the second round of the project. There is money to pay for a coordinator, which we just found out at the beginning of Fall semester. The call for application is out or will be soon. The recommendation is to give the person 4 credits of reassigned time, then negotiate regular load/overload, etc. However, the arrangement might end up being 3 credits and extra duty days. As past coordinator of this project, Teresa will share information from the first phase with the new coordinator. The coordinator will gather artifacts and determine rubrics. Teresa noted it is not difficult to direct this project, but the coordinator does need to be process-oriented, work with the IRB, and be willing to knock on doors and ask for artifacts. The uploading of the artifacts also is not difficult, but can be tedious. Teresa built systems that the future coordinator is welcome to use. Teresa asked members to encourage colleagues who are well-organized and interested in leadership to apply. Results from first round are supposed to arrive sometime in September, so we should be receiving some data soon.

- **Other** –
 - There were brief status reports from the AHA teams. Jay reported that his AHA team (Communication) will be meeting soon to analyze data in order to start putting together their report. Pam reported that her team (Critical Thinking) also just now starting to analyze data.
 - Teresa asked Alan if we would be ready to address the first-year survey at the next meeting. Nancyruth suggested that perhaps the survey could have sections related to goals, with sub items underneath.
 - Teresa has a meeting with the Provost next week about setting a timeline for addressing the HLC concerns. At the committee's next meeting, Teresa may have an activity plan for consideration.

Action Items:

- **Respond to assessment portion of FIRST work plan in strategic plan** – Teresa learned she's on the Strategic Planning Committee, and on the subcommittee regarding Teaching and Learning. Teresa asked for feedback to take to the committee. (The Strategic Plan draft document was attached to the agenda and has been made available in other ways; the Teaching and Learning section begins on page 13.) Specifically, Teresa was seeking feedback on the objectives, strategies, tactics, and indicators under Goal #1 Foster quality teaching and learning. There was discussion about where to keep data and reports, and how to access them, whether the information should be public or not. There was discussion of the T drive vs. the library's digital archive. Pam noted that it is possible to "section off" an area of the digital archive and designate it as private, so that only certain people can access it. The committee discussed and offered the following items to add to the Strategic Plan under Goal #1:
 - For Objective C: Tactic – Documents are stored in an institutional repository (such as the library's digital archive).
 - For Objective D: Tactic – Build on NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation.

- For Objective E: Tactics – Initiate a project through the Assessment Academy. Investigate a portfolio system.
- For Objective F: Strategy – Institutionalize professional development opportunities in online teaching. (Tactics might include requiring applications from those wanting to teach online, and scheduling a series of online workshops on online teaching.)

The final item came out of a discussion of the fact that SMSU is unusual in allowing online teaching without some type of required training, certification, or review.

The meeting adjourned at 10:00 am.

Respectfully submitted,

Nadine Purvis Schmidt