

Committee on Institutional Assessment
Thursday, January 12, 2017
8:00 – 9:00 AM
BA 524 (Library)

Agenda

Present: Dwight Watson, Jan Loft, Raphael Onyeaghala, Scott Crowell, Cindy Aamlid, Linda Nelson, Matt Zabka, Alan Matzner, Lori Baker, Pam Gladis, Diann Holmes, Joyce Hwang, Chris J. Anderson

1. Review minutes (see attachment) – Thanks Nadine Schmidt
 - Graduate Assessment Update: Dean Onyeaghala to update at the next meeting
 - Approved proposals from English and Psychology
 - Proposal from Spanish was set aside.
 - Assessment and LEC meeting: coming up on Jan 17th, will be updated next meeting
 - Member of finance and accounting: Dean Onyeaghala will contact them again to send a member

→ After updating as above, the minute was approved by the majority.
2. Secure today's minute taker: Joyce Hwang
2. Discuss Early Childhood Proposal for Assessment Funds (see attached):
 - Discussion/comments:
 - Calculation in the budget incorrect ($10 \times 5 = 40$)
 - F17 reaccreditation from Board of Teaching coming up in Fall 17
 - Need to include graduate program as well
 - Will off campus base faculty be included in this? → as best as they can
 - Move to accept capping at \$200 → Proposal approved by the majority (Chris abstained – due to conflict of interest)
3. Discuss Elementary Education proposal for Assessment Funds (see attached)

→ Approved by the majority
4. Discussion about special education proposal for assessment fund (added at the meeting)
 - Discussion/comments:
 - Chris explained about calculation in the budget
 - Chris commented extensive work expected to meet the requirement of Board of Teaching
 - Moved to approve → Approved by the majority
5. Update on HLC/Assessment Coordinator position
 - Provost: SmSUFA suggested the position to be from tenured person. In reality, we are looking at the various possibility considering the influence on the budget. The position

will not be fixed term based instead of adjunct based (financial consequences of 6 or 9 credit adjunct, 6 or 9 credit of fixed term are being reviewed (9 credit or more per semester or 10 credit or more per year relates to benefit causing significantly different financial consequences)

- Currently looking for a full time person with reassigned time, fixed term preferred 9-credit release time and the Coordinator will teach a class in any model.

6. Review tentative Assessment Day schedule

- Scheduled on Feb. 3rd, CIA should be in charge of this event (not the assessment academy),
- Concerns
 - about spending all morning,
 - difficulty of each program being at the different phase in the assessment cycle using the assessment day productively
 - who and how the program assessment information be communicated
 - Repository: there is a place, but when do we talk about it(result)? → It is the assessment coordinator's job
 - having assessment day event for a long time with various activities in the past and feel repeating without meaningful gain
 - departments exist who does not know what to do with their achievement

- Suggestions

Related to different pace for different unit

- 95% of program done with part 1, 75% with part 2, none after this phase, therefore focusing on part 3 may help but determining type of and collecting evidences can be challenging, presenting sample evidence and sample procedure maybe useful
- Individual unit difference can be addressed during breakout session
- Break out session should be customized to each group with their phase

Related to making the assessment day productive

- clarify the desired outcome of assessment day: considering assessment cycle, provide example of assessment cycle
- in the past, provost called for achievement at the end of the day which may help make the day more productive
- discussion in the agenda should also include development to produce actionable outcome, so at the end there should be a result
- Clarify the term “timeline”, without that, end result will not come in a specific time frame
- Purpose of the assessment day should be the time to get actual work done
- we are at the point of so what point – need to prepare to address this to HLC (show what did we do and what have we learned, and what did we do as a result of this)
- In addition, we need to do this not only because of HLC, but also because of our value in learning and teaching. This process is to capture what we do and what we are

- From student affairs point of view since there is existing instrument to collect evidence, when do student affair break from this assessment day? → after general session right before break out session
- Everyone is in different phase. Discussion about the assessment cycle then reflection discussion about their own cycle, self-identifying and letting them identify where they are at will be helpful

Related to handling assessment information

- Each unit has at least one member who has access to T drive, usually the chair and that person can put assessment result into T drive
- Reminder to save work in the T drive helps. Also the work can be sent to liaison from assessment academy.

7. Review liaison teams and discuss timeline for interacting with programs
 March is the period for assessment academy to meet with departments.
 How should we approach this time? → Keep the same way as in the past by liaison reaching out to the departments to set up time. If a liaison is not a faculty member, another faculty should follow. Send invitation to liaison from department, then determine. Joint effort between liaison and department. Dean should help push this.
8. Need members from Finance and Accounting and the Sciences
9. Other: We meet next week (Jan 19) and talk mostly about assessment day.
10. Adjourn