

Committee for Institutional Assessment  
Wednesday, January 19, 2017  
8:00 – 9:00 a.m., BA524

Minutes

Present: Dwight Watson, Jan Loft, Scott Crowell, Matt Zabka, Alan Matzner, Kathy Schaefer, Joyce Hwang, Lori Baker, Pam Gladis, Cindy Aamlid, Nadine Schmidt, Chris J. Anderson, Diana Holmes; Nancyruth Leibold via phone

1. Review minutes (see attachment) – Thanks to Joyce Hwang for the minutes from the last meeting. Minutes reviewed and accepted (Chris J./Lori). We will not have a member from Science or Accounting on the committee.
2. Secure today's minute taker – Scott volunteered to take minutes; Diana volunteered to type and distribute.
3. Liaison Memo and program Needs. Deans will send to chairs and program heads. Reviewed the document. Dwight explained how he would revise the document and send it out to the deans.
4. Update on Assessment/HLC Coordinator position. Was presented to Assembly with three scenarios: fixed term (12 cr./6 cr. backfill), split adjunct and fixed term (9 cr./9 cr. backfill). Assembly liked 12 cr./6 cr. backfill scenario.
  - a. The Provost offered another solution for consideration since several people have reassigned time for assessment coordinator. The proposal was presented to Jeff Kolnick, Sonya Verstraete, and Provost: What if we combined Education Adjunct and Assessment Coordinator positions? Deans have been consulted, reviewed to Assessment Committee, will be brought to President's Cabinet. Several questions and comments: Why ASF? Trying to combine two full-time into one position? If ASF position, they would need to be invited and present at faculty assemblies and serve as the HLC contact. The timing is critical with BOT accreditation coming up in fall 2017 and HLC visit in Fall 2018. We are currently on a standard pathway with 5-year reviews; eventually we will be on open pathway with external reviews.
5. Solidify Assessment Day Agenda. Provost commented that Assessment Day belongs to CIA, not Assessment Academy. A Magnificent Seven video was put together by Jos Ullian and eventually the video will be posted on the website. Lori's comments about assessment will be highlighted on the video.
  - a. Pam brought Assessment Academy thoughts on the planned activities. Suggests conversations for programs to self-disclose their progress in the cycle and what they need help with and let it be individualized to provide opportunity for

conversation. Discussion on Pam's suggestion included logistics such as use each corner of the room to indicate the assessment cycle: timeline, assessment evidence; data collection; and analyze evidence.

- b. At the last round table, programs were given a timeline and asked to complete their timeline for Assessment Day. Every department is at different levels of assessment, and even within a department there are different levels in a given program.
- c. Discussion of new times, more time as a program. How will there be a report out? Should we re-convene? Should we require a document by "x" date? The assessment cycle questions (outlined on the tentative agenda) will be used as a template for programs to report the day's movement and define a goal for programs to include the program's next step in the cycle. Report back at 3 p.m., perhaps offer snacks to keep up energy. Assessment touchpoints reviewed: professional development day, assessment day, round table discussions, and faculty assembly announcements (plus remind everyone why classes were cancelled). Lori suggested that the CIA faculty/SmSUFA president comment at Assembly how important this is and what the day will be and what is expected.

6. Adjourn – The meeting adjourned at 9 am.

Respectfully submitted,

Scott Crowell and Diana Holmes