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Committee for Institutional Assessment
December 13, 2017
4:00 - 5:00 PM
BA: 524
Minutes

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Attendance: Chris J. Anderson, Jeff Bell, Kate Borowske, Scott Crowell, Diana Holms, Alan Matzner, Linda Nelson, Frank Schindler, Nadine Schmidt, Aimee Shouse, Dwight C. Watson, and Matthew Zabka

Thanks to Provost Watson for the previous minutes.

1. Discussed previous meeting's minutes:
      Motion to approve previous minutes: Chris J. Anderson
      Second: Diana Holms
      Motion passed.

2. Assessment Day Planning – February 2, 2018
    a) **Assessment Day Schedule**
- Discussed programs setting up a 20 minute consultation with Assessment Day speaker Jan Smith.
- Provost Watson discussed a previous conversation with Jan Smith, in which Ms. Smith had suggested having open meetings while she presented. This would enable all departments to have time with her.
- Chris J. Anderson suggested the Ms Smith circulate while programs meet and then give feedback as an overview to everybody.
- Jeff Bell noted that this had not been effective in the past, as individual programs hogged the consultant's time. Provost Watson and Dean Shouse also raised concern that departments may not benefit if they need time to work on their own.
- Chris J. Anderson suggested that departments self-identify and form four groups based on the where they are in the assessment cycle. This would allow Ms. Smith 45 minutes with programs that are in a similar assessment stage.
- Jeff Bell noted departments' concerns that they will not have enough time in the tentative schedule for their own assessment.
- Christ J. Anderson stated that with so few programs at level 1 in the assessment cycle, it may not be a good idea for Ms. Smith to spend 45 minutes with these programs. He also stated that Ms. Smith should be helping programs that are not able to move forward without help on campus. Programs at level 1 in the assessment cycle should be able to move forward with help on campus.
- Provost Watson stated he plans to set up a phone call next week with Ms. Smith.

    2) **Develop an end of day participation survey**
- Chris J. Anderson asked: What kind of survey should we develop?
- Provost Watson noted we have done surveys in the past.
- Both Provost Watson and Jeff Bell noted that these participation surveys have be used to gauge program participation in the past.
- Provost Watson noted that using similar participation surveys as in the past well allow us to compare data from previous assessment days.

◦ Provost Watson hopes to see progress in programs' assessment level over last year.

3. Responding to HLC Concerns for Criterion 4
- ◦ Provost Watson noted that this needs to be an area of focus. Further, the Criterion 4 Document should guide Criterion 4 Group. The entire CIA needs a collective understanding of the Criterion 4 Group's work.
- ◦ Provost Watson gave an overview of the Criterion Document:
  - ▪ Chris J Anderson, Jeff Bell and Provost Watson mentioned that we must look at the previous work of the AHA teams – how has their work affected what we know?
  - ▪ Does everybody understand assessment?
  - ▪ Does everybody participate in assessment?
  - ▪ Are programs using an collecting data for assessment?
- ◦ Chris J Anderson asked about the long term goals of the CIA in light of the Criterion 4 Group. Would it be useful to partition the CIA?
- ◦ Jeff noted that, until at least Spring, the CIA is needed to give feedback to the Criterion 4 Group.

4. **Updates on the CIA and LEP common understanding document**
- ◦ Provost Watson gave an update on this document. He would like a draft sent out before the next meeting.

5. Adjourn