Committee for Institutional Assessment
Thursday, January 12, 2018
4:15 PM -5:15 PM
BA 524 Library

Attendance: Dwight Watson, Aimee Shouse, Jeff Bell, Chris Anderson, Matt Zabka, Lori Baker, Diana Holmes, Nadine Schmidt, Alan Matzner, Kathy Schaefer, Nancyruth Leibold, Cindy Aamlid, Kate Borowske

1. Review Minutes from 12/13/17 Meeting
Our thanks to Matt Zabka for taking minutes at the last meeting.
- Motion to approve minutes.
- Motion seconded and passed.

2. Liason Team Program Visits
- What is the purpose of meeting with programs?
- Jeff created and shared a checklist of things that each academic program should have
- Need to get as many programs to the program assessment timeline stage as possible. If they have revisions, we need to make sure we have them.
- Need to determine best way to meet with as many programs as possible, as soon as possible
- Our goal is no longer to coach, but to aggregate data. Programs should either put it on their T drive or send to Jeff to add it. If they do it themselves, they should email Jeff to let him know.
- Make sure your program assessment lead (PAL) gets info to Jeff
- CIA members will give feedback to their departments before docs go to Jeff or T drive. Liaison needs to get timeline from program.
- How often does it need to be done? For undergrad programs, the timeline is up to the program, whether 5-year period or 2-year. Best practice: 3 rounds between every HLC visit. But programs will vary. Do we want to set a minimum level? E.g. every 3 years for an established program? Timelines can be revised as appropriate/needed to demonstrate cycle of improvement. Remember goal is not accreditation, but to improve student learning. PALs could help programs stay on track.
- Jeff sent info about PALs to faculty.

3. Assessment Day
- Individual programs can sign-up for 20-minute consultation meetings with Jan Smith (plenary speaker)
- Speaker has asked that programs that sign up to meet with her fill out a form a week before the event.
- Jeff will email info to entire faculty. There are 6 slots, first come first served.
- Smith will be staying for poster sessions.

4. CIA/LEC Common Understandings Document – Dwight Watson
- Came out of our joint conversations. If adopted, would allow us to align the LEC's curriculum processes to MnTC Goals. The document (attached to today's agenda) includes a rough timeline.
- Will adoption of MnTC Goals result in loss of institutional identity?
- If this proposal is presented as problematic, it may lead programs to receive it as such.
- CIA and LEC groups are going over this, but we don't have to come up with all the answers. The next work is at the Assembly level.

5. Value Rubrics & the Value Institute through AAC&U– Cindy Aamlid
- We could adopt campus-wide, not just single program LEC SLOs.
- AAC&U is developing a [Value Institute](#) (see website for description of service) They're offering to collect student work on one of SLOs, put into repository. Then, their certified faculty would evaluate, we'd get feedback. For a fee. $6000 for one rubric. 100 papers/student artifacts. The goal would be to provide external validation—faculty would still do their own assessment on campus.
- Another option: we could do scoring ourselves. We would need to adopt rubric, could have scoring day, provide stipends to faculty scorers—set up system here. Disadvantage: we wouldn't get comparative data, which is included in the fee. SMSU has 5 faculty on at this time who could score. Question: are they certified? Response: Possibly not.
- We have 5 rubrics. This service would cost $6000, plus $4000 for any additional rubrics. If we put them in a rotation, we could do a couple a year for $10,000/year.
- 1st step: have assembly approve universal rubrics.

- Motion by Jeff Bell for the CIA to endorse the campus-wide adoption of the AAC&U Value Rubrics for Diversity, Creative Thinking, Ethical Reasoning, and Civic Engagement and that we push this to the LEC for their review.
    Motion seconded, approved.
    Aimee will arrange LEC review.

6. Solicitation of volunteers to help review the SMSU Campus Assessment Master Plan (CAMP) – Jeff Bell
- Needs a few people to review it. If you'd like to volunteer, let Jeff know.

7. Adjournment moved, seconded, approved.

Respectfully submitted,
Kate Borowske