Attendance: Chris J. Anderson, Jeff Bell, Kate Borowske, Scott Crowell, Diana Holms, Cindy Aamlid, Nancyruth Liebold, Aimee Shouse, Dwight C. Watson, Kristin Kovar, Kathy Schaefer

1. Review Minutes from 1/11/18
   - Thanks, Kate!
   - Minutes approved

2. Assessment Day Schedule, Breakfast, & Poster Reception Update
   - Provost Watson will share schedule with Cabinet and get a reminder sent out to everyone, including co-curricular staff.
   - Thanks to Jeff Bell for all his work to get refreshments for the afternoon celebration.
   - Jeff Bell will check with Jan Smith about contract.
   - Come at 7:30 am to help hang 17 posters and be gracious hosts to our colleagues.

3. Assessment Day Consultations with Jan Smith
   - At the time of this meeting, one program had signed up for a consultation. Several others made requests during this meeting. Jeff will be in contact with the programs, as they do have to submit a form ahead of the visit.
   - Provost Watson encouraged the co-curricular staff to meet with Jan Smith.

4. Liaison Team Program Visits- meeting progress and Assessment Day
   - Jeff shared the completed visit information he had to date and updates were made. These meetings should all be completed by or on Assessment Day if possible.
   - The liaison visits also included graduate programs.
   - Once the visit is complete, one person from the Liaison team should complete the form, scan, and email to Jeff.
   - Assessment academy liaisons are encouraged to include the CIA members in emails to the programs.
   - There was a discussion about posting a chart at Assessment Day to show which programs had/had not completed a Liaison meeting. The consensus was that we should not be publically calling out programs that have not responded, but do that in private.

5. P.A.L. Update
   - Many PALS have been identified. Programs are to complete this by Assessment Day. This is meant to enhance the speed of communication.

6. Assessment Day Program Work Handout (emphasis on revised course map and timeline completion for all programs)
   - Note on the survey sent out by Jeff: encourage programs to complete on or before Assessment Day.
   - Add #10 to the Work Plan: "If a program has not met with the liaison team before Assessment Day, the PAL should make an appointment to meet before Feb. 16."

- We need to develop a key for all the acronyms used: PAL, LEP, LEC, CIA, PASL, RASL, etc.
- The course map and alignment matrix are being adapted into one form, to include both program goals and related LEP goals. There was a discussion about the use of the matrix. Should programs indicate "Assessed" on this form, in addition to Identified, Reinforced, and Advanced. Chris J Anderson shared that If the matrix relates to the level of learning, similar to Bloom's, then we should also be assuming that the faculty are assessing learning at all these levels. Maybe we are further down that path and want to identify key assessments and potholes. There is confusion about what to include on the alignment matrix. Are all course level assessments on this or is it just key assessments? How does this fit with the timeline and key programmatic assessments? We need more clarification on this and will discuss at another meeting.
- Chris J Anderson has volunteered to help Jeff review/revise the Campus Assessment Master Plan.

7. Minute Taker Sign-up

Meeting Date	Minute Taker
2/8/18	Nancyruth
2/22/18	No Meeting
3/15/18	Kristin
3/29/18	Diana
4/12/18	Chris J
4/26/18	Nancyruth

8. Adjourn