

## CIA and PALS Meeting Minutes

Student Center 249

April 12, 2018

4:15 pm

Present: Cindy Aamlid, Frankie Albitz, Denise Gochenouer, Vaughn Gehle, Jeff Bell, Bret Gaul, Emily Deaver, Kathy Schaefer, Dwight Watson, Raphael Onyeaghala, Alan Matzner, Chris J. Anderson, Kristin Kovar, Marianne Zarzana, BC Franson, Douglas Simon, Matthew Zabka, Nancyruth Leibold, Susan Jones, Diana Holmes, David Sturrock, Nadine Purvis Schmidt, Alma Hale, Jeff Bell

- I. Welcome from Jeff Bell
- II. Introduction and explanation of the Program Assessment Leaders (PALs) Discussed the first draft of the PALs:  
Program Assessment Leaders (PALs)  
The role of the Program Assessment Leaders (PALs) is to serve as an intermediary amongst their academic program and the various Southwest Minnesota State University (SMSU) assessment entities including the Higher Learning Commission (HLC) and Assessment Coordinator, the Committee on Institutional Assessment (CIA), and the Liberal Education Committee (LEC). The PAL will be the primary program representative and first point of contact when coordinating program assessment activities.
- III. Discussed the general duties of the PALs:
  - a. The general duties of the PAL are as follows:
    - 1) Forward assessment announcements and communication from assessment entities to the program members.
    - 2) Coordinate completion/revisions of program's Plan for the Assessment of Student Learning (PASL).
    - 3) Coordinate completion of assessment activities identified in the timeline of the PASL each academic year.
    - 4) Coordinate the completion of the program's Report on Assessment of Student Learning (RASL).
    - 5) Ensure the program submits the RASL each year to their Dean by September 15<sup>th</sup> of the following academic year when assessment was performed.
    - 6) Coordinate internal program assessment activities.
    - 7) Support the program in accordance with the Campus Assessment Master Plan (CAMP).
- IV. The differences between the Department Annual Report and the Program Assessment Reports were clarified. The Department Annual Reports are for external use. The program assessment reporting in an internal report.

- V. Jeff will send out the report template sheet with an instruction sheet soon (will include a checklist). The basics will be: What programmatic learning objectives were assessed? What was the SLO Assessed? What type of student artifacts are assessed? Describe the student artifacts assessed and include the key findings, including the numerical data. Similar questions will also be asked for LEP data.
- VI. Submit the following: Summary template, current version of the program assessment plan, If you do not have a program assessment plan, submit the assessment timeline, assessment report for the SLOS and assessment report for the LEP outcomes assessed. Each program will have a T drive folder for the assessment reports.
- VII. Jeff noted that programs are already doing the assessment but will organize it in a different way.
- VIII. Discussed various LEP assessment strategies and measures.
- IX. Adjourned at 4:57 pm

Respectfully Submitted by Nancyruth Leibold