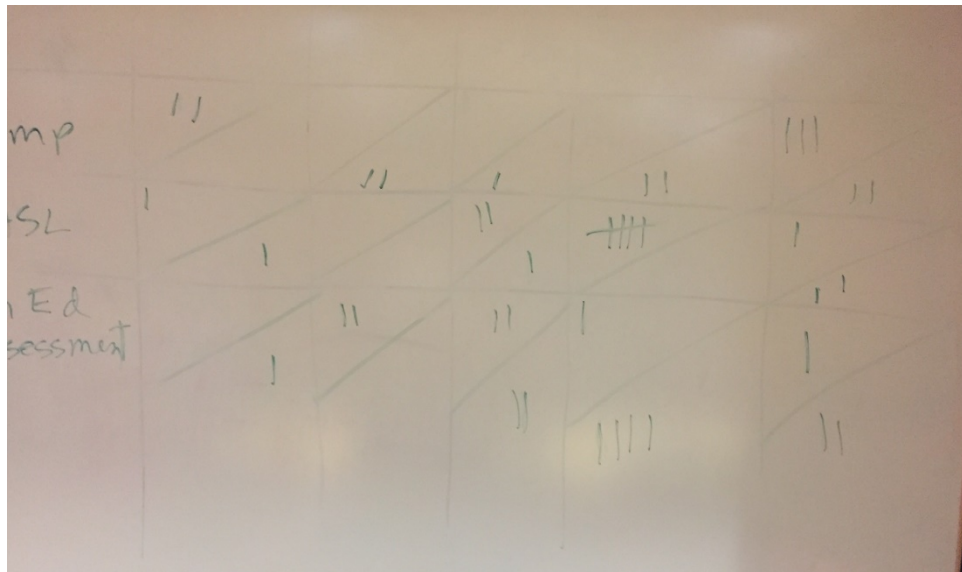


Committee on Institutional Assessment
Minutes
January 17, 2019
3:30 – 4:30

Members Present: Cindy Aamlid; Jeff Bell; Kate Borowske; Abu Haddud; Nancyruth Leibold; Alan Matzner; Raphael Onyeaghala; Kathy Schaefer; Aimee Shouse; LeAnne Syring; Dwight Watson

1. Consent to Agenda.
2. Volunteering to take minutes.
It was agreed that members who have not yet taken minutes should sign up for available slots first.
 - January 17: Kate
 - January 31
 - February 14
 - February 28
 - March 28
 - April 18
 - May 2
3. Approve 12/11 Minutes
 - Minutes approved without revision.
4. Brief Review of Work Plan Tasks.
 - Standing item
 - Making good progress completing item. This spring the focus will be on helping programs that need the most help, in particular with revising their matrices.
 - We talked about asking someone from LEC to go over the changes that are coming up. Aimee is on the Committee and can update us at our January 31 meeting and as decisions are made. They're working on a timeline for the next two years.
5. Informal Confidence Survey
 - Members were asked to indicate their comfort level and confidence in their knowledge of on a Likert scale (informal, on the whiteboard):

- CAMP
- RASL
- Gen Ed Assessment



Note: kb reconstructed it after the meeting so I could photograph it. There may be a couple of stray/extra lines. The top part of each box is “comfort level,” and the bottom part is “knowledge.”

6. Professional Development for CIA-update on incentive grant proposal.
 - Jeff submitted a proposal for this grant, requesting \$12,000 to send 6-8 CIA members to AALHE conference and to hold a retreat to generate a model for our gen ed assessment.
7. HLC update.
 - SMSU response to the final report has been submitted. HLC will vote on our report in March. Once it’s been approved, we can publish the report to our community.
8. RASL Updates/Identifying Programs needing support/Liaison Team meetings during Assessment Day.
 - Liaison Team Members are encouraged to schedule time with their programs on Assessment Day. 10:00 am – 3:15 is set aside for team meetings.
 - Liaison Teams working with department needing more extensive help can contact Jeff B and he will work with them.
9. Assessment Day Agenda & Final Planning.

- Reviewed proposed schedule/agenda.
 - Schedule/agenda approved. **Jeff will send to all faculty.**
 - Suggestion: provide participants with hard copy of the matrix to fill out.
 - Suggestion: provide participants with handout of Minnesota Transfer Curriculum Goals
 - **Note to Jeff: Please redo alignment matrix form for Assessment Day**
 - Charge PALS with making sure departments bring materials that are needed to accomplish work during Assessment Day.
 - We discussed possibly giving speaker a small Mustang-related gift, e.g. a throw.
10. Discussion about Assessment Mini-grants: keep as is, modify, or discontinue.
- Only one Assessment Mini-Grant application has been submitted so far this year.
 - **Consider reminding faculty about the mini-grants at an Assembly, perhaps after Assessment Day.**
 - **Note to Jeff: Announce at end of Assessment Day that mini-grants are available, especially for Minnesota Transfer Curriculum.**

11. Adjourned

Respectfully submitted,

Kate Borowske