

## **CIA Meeting Minutes**

**Thursday, March 28, 2019**

3:30-4:30 PM

BA 524

**Present:** Jeff Bell, Abu Haddud, Diana Holmes, Kristin Kovar, Nancyruth Leibold, Kathy Schaefer, Aimee Shouse, Scott Crowell

### **Minute takers:**

January 31 – Nadine Schmidt

February 14 – Nancyruth Leibold

February 28 – Matt Zabka

March 28 – LeAnne Syring (Kristin Kovar)

April 18 – Lamine Conteh

May 2 – Abu Haddud

1. Agenda—Consented to by all.
2. February 28, 2019 Minutes:
  - Fixed misspelling.
  - Motion to approve revised minutes: Kathy Schaefer. Second: Diana Holmes. Approved unanimously.
3. Review of Work Plan Tasks: Reviewed tasks to accomplish.
4. CIA Membership Roster:
  - 2 year service
  - Reviewed committee members' terms.
  - Discussed larger departments possibly having more than one CIA representative. Dr. Shouse will work on this policy.
5. Announcement/Reminder-Professional Development for CIA members/Incentive grant for six people to attend the AALHE (10 June – 13 June):
  - Discussed attendees. Kathy Schaefer, Diana Holmes and Nancyruth Leibold confirmed attendance.
  - Motion to support Jeff in the Professional Development conference and relevant funding for participants. Motion: Dr. Shouse Second: Kathy Schaefer. Approved.
6. Mini-Grant Review:
  - Exercise Science
  - Motion to fund mini grant for exercise science. Motion: Kathy Schaefer, Second: Nancyruth Leibold. Approved.
7. RASL
  - a. Determine meetings with programs still needed
    - a. Due to low attendance, request for information will be emailed.
  - b. Discuss any recent results from reviews

- a. Information will be requested via email.
- c. Discuss possibility of revising submission procedures/RASL processes
  - a. Template needs to be more user friendly and simplified.
  - b. Reminder: Jeff will check on the information from Abu Haddud from last semester.
  - c. Due to an HLC comment, we might want to consider an every other year RASL submission schedule. This could be linked with program assessment. Possibly, align programs with accreditation cycles.
  - d. Discussed the possibility of having a day, such as Faculty Orientation day, to work on assessment in order to alleviate procrastination of assessment work.
  - e. Jeff will send an email to the PALS to gain input on the every other year submission schedule.

8. Adjourn

Minutes respectfully submitted by Kristin Kovar