

CIA

Thursday, September 26, 2019

3:30-4:30 PM

BA 524

Present:

Jeff Bell, Scott Crowell, Aimee Shouse, Lori Baker, Yumi Lim, Wije Wijesiri, Tony Greenfield, Lamine Conteh, Abu Haddud, Kate Borowske, Tim Beske, Alan Matzner, Ben Anderson, Cassie Williams, Michele Knife Sterner, LeAnne Syring, Nancyruth Leibold, Nadine Schmidt, Raphael Onyeaghala

Agenda Item	Vote	Duration	Running Time
1. Consent to Agenda	Consent	3 minutes	3:30-3:33
2. Approve 9/12/19 Minutes	Y	2 minutes	3:33-3:35
3. Work Plan 2019-2020 Revisited	N	10 minutes	3:35-3:45
4. Liaison Teams- Compare Plans- Choose Plan	Y	20 minutes	3:45-4:05
5. Update on Programs Submitting RASLs so far this semester	N	10 minutes	4:05-4:15
6. Brainstorm Plan for RASL Review	N	15 minutes	4:15-4:30
7. Adjourn	Upon no additional discussion		

Minutes:

1 & 2. Agenda consented to; minutes approved without revision Scott moved/Tim seconded

3. Revisiting the Work Plan

What on the work plan brainstorming needs to go on the CIA work plan for this year? The order on the brainstorming document does not represent order of importance at this time.

- Assessment of student success/Student Services assessment was discussed; it is important but perhaps not the purview of this committee and would increase the workload. The Provost has ideas for this.
- Appearance of templates: something to add in later but not at this time.
- Involving students in Assessment Day: we would need to work with Student Senate to include them in the process for this. We need to discuss how we would go about involving them. Including students in assessment is a hot topic and something expected by HLC; there are many ways we could do that, but we need to investigate how to do that in the best way.
- Date and time of Assessment Day: the Calendar Committee met and is considering moving it to April in 2021. This relates to the idea of including students in Assessment Day. It might also move to a Wednesday, in order to keep students here and involved and not to view it as a day off.
- Create better processes for reviewing the RASLs and meeting with program: this is on the agenda for today's meeting.
- Gather feedback on the CAMP and review the PASL instructions: These are essentially the instructions for how to do assessment on the CIA page. Seems like we should do a few cycles

with the RASLs and compare the outcomes to the plan to see how it's working before revising the CAMP/PASL. Almost all programs have plans.

- Review program PASLs for PASL/RASL required items: this is already part of the RASL process.
- Report out from HLC Criterion Team 4's analysis of the 2018 HLC report: we already have this on our workplan list

4. Liaison Teams- Compare Plans- Choose Plan

Needed to review liaison team model and assignments due to turnover in committee. Jeff showed two proposed Liaison teams lists. One list has smaller teams. He removed the LEC committee members from the team lists. He aligned the CIA members with their programs. Some committee members were also PALs in addition to CIA members; perhaps those areas should find different PALs so that the duty is not doubled up and there is more input. The question is whether it is better to be partnered with at least one additional team member to review the RASLs if the team member has already written substantial portions of the RASL or if a new committee member would want to be partnered with someone with experience? Sometimes it is too hard to get people together and one person does most of the work anyway. The concept is that the RASL summaries will be brought back to the full CIA in some format, so there would be another layer of review in addition to the smaller/individual liaison team. LeAnne moved/Scott seconded that we accept the small group version for liaison teams. Motion passed. Jeff and Aimee will consult with the LEC if their committee members also want to be part of the liaison teams.

5. Update on Programs Submitting RASLs so far this semester

Half of programs have submitted RASLs so far. The deadline was Sept. 16 (the first weekday date after the standard Sept. 15 deadline). We need to get more during this next week. Nadine suggested that we add the general date to the RASL form.

6. Brainstorm Plan for RASL Review

Jeff asked if we want the programs to go through the checklist on their own before the meeting with the liaison, so that they are doing a self-review first. LeAnne mentioned that having the programs review first is somewhat like giving the programs a rubric, and that that would help improve subsequent reports. We have the assessment checklist with comment boxes from our reporting mechanism last year; would we make that available to programs in advance this year, to use while writing their RASLs? General agreement is that the checklist should be attached to the RASL.

Those who used the checklist last year commented on how well it worked or what needs revision; Nadine noted that there are a few things on the checklist that she had questions about:

- are the program outcomes linked to dept or university goals, as we don't ask that on the RASL, perhaps elsewhere? –the intent here is that this is referring to the LEP Outcome alignment form. We could clarify that wording.

- the checklist asks if there is a mission statement? That wasn't clear if it exists elsewhere. It is asked for in the PASL. We could clarify that wording/location.

Lamine asked about the linkage between programmatic to department to school to college to university outcomes. Abu noted that there should be harmony between them all. We have alignment to LEP goals, but are all of these the same as all-university goals? Aimee noted that some of the LEP goals are pillars that run throughout but not necessarily all. Jeff noted that the strategic plan might cause change in some of the university goals in the future. Science has departmental-wide learning outcomes that the programs use to build from, and they easily align with LEP/MnTC Goal 3; this could be a model, but their department has an easy alignment with a certain LEP/MnTC goal that other areas might not be able to model so easily.

Jeff will send the checklist, and next time we will see if there are any tweaks to the checklist before sending it out to programs and add timelines. We could also consider the content of the email that will go out to programs regarding how to do self-evaluation of their assessment. Directions for completing the RASLs are on the CIA website in the CAMP.

7. Meeting adjourned at 4:29.