CIA Minutes
Thursday, October 1, 2020
3:30-4:30 PM
via Zoom

In attendance: Jeffrey Bell (Chair), Benjamin Anderson, Lori Baker (minute taker), Kate Borowske, Lamine Conteh, Scott Crowell, Tony Greenfield, Diana Holmes, Yumi Lim, Dean Raphael Onyeaghala, Lindsay Rohlik, Nadine Schmidt, Dean Aimee Shouse, Michele Sterner, LeAnne Syring, Matthew Zabka

Unable to attend: Provost Ross Wastvedt

Agenda Item
1. *Consent to Agenda* consent approved by consensus
2. *Approve 9/17/20 Minutes* Approved with no corrections Moved Scott/Seconded Lamine
3. *Announcement- IUPUI Assessment Conference* On behalf of the Provost, Jeff announced an assessment institute Monday Oct 26-Wednesday Oct 28. If someone would like to go, we have one free registration. Jeff is unable. Dean Shouse could attend some of it; since it is virtual, it is easier to attend. It appears that registration is complimentary, so more than one person could attend, according to the web site. People can register and drop in and out of sessions as they like.
4. *Microsoft Teams for CIA document sharing?* In the HLC Strategic Planning meeting, Jeff was asked to create a Teams group for sharing documents. Would the CIA like a similar site? Enough interest was expressed that Jeff will create a Teams site, and we will use the t-drive for archiving purposes.
5. *RASL Submissions Update* A meeting with Art will happen next week. Nursing is up to date; Lindsay will meet with them to do the evaluation. Social Work is in the works. Accounting will have a brief extension; Finance is received. Management is meeting with Jeff tomorrow; no contact yet from Marketing. Jeff has met with MBA. Culinology/Hospitality and Education coming soon. Waiting to hear from PE Rec and Sports Management. Waiting to hear from Spanish yet this fall but had contact last spring and is being worked on. Ideally programs will have this done by Oct. 15th. Still working through this process through encouragement and re-approaching (carrots rather than sticks). Had something from everybody before the last HLC visit. Jeff will follow up with another email if he doesn't hear from them. He will also email PALS soon.
6. *Finalize 2020-2021 Work Plan Prioritization* Jeff added an item to the possible priority list after a meeting with the Provost: "Investigate assessment software or assessment dashboard capacity for SMSU." All the items were coded high-medium-low per our last committee discussion except for this additional item.

Discussion related to the new item: Jeff described issues with how assessment data is currently housed within t-drive folders and confusion between CIA folders and departmental folders. Are there better approaches or tools? Teams might not be secure enough, but the different permissions might be ok. Other Microsoft tools perhaps? We could explore them. Teams can work as a hub and the other Microsoft apps can be used within it. Perhaps D2L could be an option. Consensus to make this a high priority item, especially in a year when there might be funds available since there is not much travel. Kate, Lindsay, and Jeff will work together to explore, perhaps meet with Dan Baun, and come back to the committee.

7. *Assessment Day Framework*

We reviewed the framework agreed upon last spring. Last spring the requests were to have more assessment time blocked together, with fewer all-university meetings at the beginning of the day. Whether or not Assessment Day will take place in person is unknown due to the pandemic. Consensus to create a contingency plan for the reception aspect, but the rest could occur via Zoom.

Discussion of dates –the Calendar Committee is asking for information about 2022. We will have to provide an Assessment Day date for that before having Assessment Day in April for the first time. There are fewer class days on MWF than T-Th. The Calendar Committee asked if we might move Assessment Day to a T or Th, but science labs are an issue on those days. If kept on a Wednesday, then April 13 would be a good day. That week works well in general. Discussion of the different disciplines' use of class days, labs, and experiential courses. Aimee will take the info from the discussion back to the Calendar Committee.

8. *LEP Assessment Rotation and Plan Update & Next Steps Coordinating with LEC*

Ben, Lori, and Aimee have been discussing possible rotation plans. Ben displayed a draft rotation created by Lori that groups similar discipline and theme goals together, but data is needed to confirm these groupings. The focus in this version of a rotation was on workload, if approaching it in this way would be easier or more difficult for the faculty teaching in these related goal areas. Another option is to group the discipline goals together and the theme goals together instead. The core skills outcomes might need to be assessed more often than indicated on the initial draft presented. Information literacy is being assessed this year in LEP 101, so it could move into this year.

Questions/items from the discussion: What are the assessment tools and how do we see them coming into play? Student growth—how to get at that? Within-group distinctions get tricky. We have students who transfer in, for example. Jeff—we are not set up with the staffing we need to follow a student for 4 years. But we can get a snapshot of what the average first year or senior group looks like. Programs might need to adapt PASLs depending on this cycle; but we aren't expecting individual programs to do the assessment. However, there are tools in use each year/by programs that we can draw from to sample. In the planning stage, we could determine what could be done on Assessment Day in real time per the relevant goal being assessed. Are we focusing on pulling data from LEP 101, capstones, and Assessment Day efforts or also pulling in program data? How to go to the experts in the areas to get their input on this? We want to be careful to avoid the issues

that the AHA teams had. Do we need to see change over 4 years rather than snapshots within certain classes? With core skills, we have the bookends to compare first year and capstone, but how do we approach the other goal areas in terms of exposure to outcomes and growth over time?

Consensus to take this draft rotation to LEC at their next meeting to get their input. Jeff will bring this agenda item back for the Oct. 15 CIA meeting.

9. Adjourned at 4:30

Next meetings & Minute Takers:
10/15 – Nadine Schmidt
10/29 – Ben Anderson
11/19 – Aimee Shouse
12/3 – Yumi Lim