

CIA Meeting

Date: Friday, September 25, 2015

Time: 9-10:15 a.m.

Room: BA 524

Present: Teresa Henning, Jan Loft, Dwight Watson, Raphael Onyeaghala, Alan Matzner, Jay Brown, Maureen Sander-Staudt, Scott Crowell, Lisa Lucas, Michael Kurowski, Nancy Ruth Liebold, Kathy Schaefer, Pam Gladis, and Joyce Hwang.

Informational Items:

- **CIA website revision show and tell:** The CIA website has been revised. It includes the current committee roster, updated committee description, updated minutes, updated mini grant information along with materials from Dr. Sue Pieper's talk. To find the web site from the SMSU home page, click the "Administration" tab and then click the link to the Committee for Institutional Assessment. Monica Miller was largely responsible for the revision. Teresa asks the committee to thank Monica.
- **Future meeting times and technological issues:** Meeting time conflict for one member lead to the request that meetings start at 8:30. The committee discussed the request and voted to keep our current meeting time of 9-10:15. Raphael agreed to talk to Tech Services about using Adobe Connect to allow remote attendance of CIA meetings. In lieu of Adobe Connect, a speakerphone may be used.
- **AHA team reports:**
 1. **Written Communication (Jay Brown):** Will Thomas and Mike Rich will be sending data from Business; Amanda Bemmer will send data from English. Teresa will upload the data she has to the AHA team folder on t-drive. Jay will draft report based on the data he has, due October 2.
 2. **Critical Thinking (Pam Gladis):** Team is not getting much data, but Pam will draft a report for Teresa by October 2.
 3. **Creative Thinking (Kerry Livingston):** Linda is rotating off the CIA committee and is LEC member to this AHA team. Kerry, a former CIA rep., is also no longer on CIA. Teresa expressed some concern that neither co-lead is on the CIA, but was glad to hear from Marianne Zarzana (AHA team member) that data is in route to Kerry. Teresa is working to set a meeting with Kerry and Linda to assist with the writing of the report.
- **CIA committee membership:** See updated list on web site. Teresa will remove Linda Nelson's name to keep membership list up-to-date.
- **Assessment mini-grants:** These are due October 1st. One application (nursing) received so far. Process to review grants was discussed. The committee typically discusses each grant and then votes. The chair of CIA then contacts grant recipients notifying them of the award.
- **MCP project:** 2 people have applied so far. Teresa is still awaiting data from phase 1 of project.

Action Items:

- **October 23 meeting:** Teresa has to be out of town for assessment business. The one item that requires consideration at this meeting are mini grant applications. Teresa asked for a volunteer to run that meeting in her stead. Jay Brown will convene a meeting to focus on the mini-grants. Teresa will get the grants out to the membership in advance of the meeting.
- **Moral Reasoning AHA team:** The chair is Kathy Schaefer. Its 3 members are: Kathy, Maureen, Brett. They need at least one more member. Provost Watson recommended that an Education professor might be a good fit for “ethical reasoning” component. Teresa will ask Jeff Kolnick to send a call out via SmSUFA. LEC is proposing not sending a forth co-chair, as there are more faculty on CIA than on LEC. Tony Greenfield (LEC chair) and Teresa have consulted and agreed to this change for this particular AHA team. Joyce asked for clarifications RE: terminology LEC/LEP/AHA. Joyce suggests adding something about LEP outcomes to the CIA website. Teresa will do so.
- **Brainstorming role of CIA in responding to HLC report:** tabled until next meeting when the group will have more time. Members should be sure to have the assigned pages of the report read. That assignment is to read: pages 23-25 and 27-28.
- **First-year student survey:** Alan gave a first-year survey Power Point Presentation. There are 3 components to surveys: purpose, content and structure. CIA could help Alan with content of survey. CIA gave suggestions about wording/response options (e.g., Likert scale) of one main question. It was agreed that survey should be prepared in time to gather as much data from new, first-year students as possible. The version that goes out this October will be considered a pilot. Revising the wording of individual questions and response options will be an ongoing process. Members are to watch for a link to this survey via email. All members should take the survey before the next meeting and bring their reactions/questions/suggestions about the survey to the meeting on October 2.

Next Meeting: October 2 with a reminder that will be sent.

Meeting concluded about 10:15 a.m.

Respectfully submitted,
Lisa Lucas