**CIA Meeting**

**Friday, November 15, 2013**

**10:30am – 11:45am**

 **BA 524**

**Present:** Betsy Desy, Lori Baker, Pam Sukalski, Wiji Wijesiri, Monica Miller, Sangnyeol Jung, Alan Matzner, Christine Olson, Nadine Schmidt, Linda Nelson, Jan Loft, Jay Brown, Marcia Beukelman

**Absent:** Jane Wrede, Michael Cheng, Rhonda Bonnstetter and Carrie Hansen, Scott Crowell, and Mike Rich. .

**Add: We now have the December 1st Assessment mini-grants round coming up. Please spread the word, share with your colleagues, including everyone, not just traditional teaching faculty.**

**Action Items:**

* **Lunch and Learns---reflections and plan for Spring 2014**
* Attendance at Fall 2013 L&Ls: Approximately 22 in attendance for 1st presentation, 24 in attendance for second presentation, and unfortunately not many “non-presenters” and/or non-CIA members at the 3rd presentation.
* How do we increase attendance numbers and diversity of audience? There was considerable discussion on room locations, more email “reminders,” knowing that posters get lost in the “wall of posters”, do more than SMSU Today, etc. Are the topics too “academically” related? Would folks from other areas learn much or gain much from some of the academics heavy topics? There was brainstorming on topics that are more inclusive and perhaps more interactive. What are the goals of the Lunch ‘n’ Learns, what do we want to achieve? More of a dialogue if data is being used? (NSSE data presentation, for example). People do want to hear things but they may also wish to contribute, to share and interact. For the Lunch ‘n’ Learns later in the spring semester could we have a panel of students and faculty together to talk about NSSE type things, but make the sub-points relevant to the students and to the faculty? Maybe highlight how people “are SMSU.” What are people doing to “be” SMSU? This would be a very inclusive topic because all areas of the campus are involved with I AM SMSU preparing for the HLC. Please send to Betsy ideas and suggestions for Lunch ‘n’ Learns. Betsy will share as they come in; this will prevent the CIA for hearing about the ideas for the first time at a meeting. Betsy will check for possible dates throughout spring semester. One presentation for sure is Scott Crowell.
* **December meeting: Note the change to Friday, December 13th at 2:00. Betsy will let us know location.**
	+ Review of CIA membership and rotation of members
* Re-examine CIA charge. What needs to be modified or changed? The second bullet on overseeing – use integrate instead? Integrate could mean getting the information where it needs to go, not so much the review of annual and cyclical assessment. Does that repeat others? Oversight for the coordination of data collection? What does that mean? Can we get rid of bullets #2 and #4, keep #1, #3 and #5, and add strategic planning to #6? Add accreditation, on-going work groups, and personnel, to show we are constantly responsible for accreditation material. Who will the person be that will direct or oversee? How about “all relevant HLC accreditation” processes? On-going HLC accreditation efforts? Change out Assessment Planning because the co-chair is the Assessment Coordinator. Keep collaboration with LEC, the HLC, and “other …” Let’s change overseeing to “reviewing.” What about the word “primary” in the Charge preamble? Strike that word and “leadership”? “Enhance” rather than improve….**Betsy will distribute the final version of the revision. Secretary’s Note: See below for the revision.** The revision will eventually go to the SmSUFA Exec and other bargaining unit Execs for information and review.
* We talked last meeting about membership appointment dates. Betsy distributed a handout showing appointment start and end dates. It does not mean someone can’t be reinstated, it just shows term dates. Jane Wrede, Nursing, is now a part of the CIA because Nursing is a department. The listing will be posted on the CIA website.
* Also distributed, a copy of the CIA Charge with the change to “two” MSUAASF rather than definition of which two members and also adding the language regarding rotation of representation from the departments previously in Business and Public Affairs.
* Determining priorities for FY14-FY15
	+ Potential collaboration between CIA and CN committee
	+ Aligning strategic planning process with CIA goals
	+ CIA’s role in reviewing department annual reports, program self-studies, future HLC activity
	+ Departments/programs/units posting goals on respective webpages—should CIA endorse?
	+ Upgrading CIA webpage:  what should we be posting that will assist faculty and staff in assessment activities?
	+ Program and Department Annual Reports
		- Template for Program/Dept. assessment of student learning to be used for Dept. Annual Reports
		- Program Annual Report template (should this be additional requirement from each program?)

**Committee for Institutional Assessment (CIA)**

**Charge:** The Committee for Institutional Assessment coordinates, assists, and supports a university-wide program of evaluation and feedback to enhance institutional effectiveness. To this end, the committee is charged with

* fostering a university-wide culture of assessment.
* developing, implementing, and reviewing a comprehensive university assessment plan.
* articulating and disseminating assessment results to the campus community that serve to enhance the university’s ability to achieve its goals and outcomes.
* collaborating with the Liberal Education Committee and strategic planning committee on all aspects of assessment related to campus infrastructure.
* supporting on-going HLC accreditation efforts.

**Term of Appointment:** Two-year appointment with unlimited reappointment; a member may leave the CIA after one year.

**Committee Membership:** One representative from the library and each academic Department\*, Dean of Students; Institutional Research Services Director, two MSUAASF representatives, one AFSCME representative, and one MAPE/MMA representative. The Committee is co-chaired by the Dean of Arts, Letters, & Sciences and the Assessment Coordinator.

\*Business Department representatives rotate

Revised 11.15.13