**CIA Meeting Minutes**

**Date:   Wednesday, February 11, 2015**

**Time:   11:30am - 12:30pm**

**Room:  BA 524**

**Members Present:** *Betsy Desy, Alan Matzner, Jay Brown, Kathy Schaefer, Linda Nelson, Lori Baker, Michael Kurowski, Tom Williford, and Laurie Johansen*

**Information Items:**

* Pam Sukalski named as interim Assessment Coordinator for Spring 2015

**Action Items:**

* Appointment of note-taker for spring semester – *Laurie Johansen*
* Updating Membership list on webpage – *need to update and add Pam Sukalski. Continue to look for additional members from unrepresented departments.*
* Discussion/reflections related to Assessment Day (Feb. 6) activities –
  + *1) Pam has posted activities from Assessment Day on the CIA website under Training and Events - with resources and all the presentations.*
  + *2) Noted that the t-drive has been updated with AHA teams*
  + *3) Reports of some faculty feeling overwhelmed and/or singled out following the listing of capstone courses in presentation.*
  + *4) Division between BEPS and ALS with suggestions to share what various programs are doing for assessment between the colleges. More need for representation on CIA within BEPS to assist with this communication*
* Assessment mini-grant proposals
  + Final round of proposals for 2014-15 is due March 1 – *haven’t received any proposals yet. Expecting some in the near future.*
  + Discussion of expanding criteria of mini-grants for FY16 – *Deferred to future.*
* Discussion of revision of Senior Survey (continued)
* Questions to consider:
* Who will use Senior Survey data?
* Of what importance are data to individual faculty/programs/department/institution/community?

*Discussion:*

*1) Content in Senior Survey needs to be reviewed for applicability*

*2) Plan: CIA members will ponder what questions are there that are valuable and what valuable questions are missing. CIA members to send suggested questions to Betsy and Pam within the next two weeks. A summary will be created in approximately 5-6 questions, which will be shared with the CIA committee and added to the next meeting’s agenda. Discussion will then be held about a possible pilot study this spring with future plans to bring it to the bargaining units.*

* Review proposed Academic Program Annual Assessment Report template – *meeting concluded prior to discussion.*

Meeting concluded: 12:30 PM

Next meeting: March 18, 2015

Minutes respectfully submitted by: Laurie Johansen, MS, RN