**CIA Meeting Minutes**

**Date:   Wednesday, March 18, 2015**

**Time:   11:30am - 12:40pm**

**Room:  BA 524**

**Members Present:** *Betsy Desy, Alan Matzner, Jay Brown, Kathy Schaefer, Linda Nelson, Lori Baker, Michael Kurowski, Kathy Schafer, Monica Miller, Pam Sulkalski, and Laurie Johansen*

**Information Items:**

* Faculty vote to reduce LEP Learning Outcomes from 10 to 7.
	+ *Pam informed the committee that the faculty union has approved the reduction of Learning Outcomes from 10-7. Final plan yet to be established.*

**Action Items:**

* Appointment of note-taker for spring semester – *Laurie Johansen*
* Choose AHA/CIA co-lead for 2015-2016 for the LEP Outcome 7. Moral – *Need CIA co-lead for AHA committee as well as LEC co-lead. Kathy Schafer volunteered for lead role.*
* Review of Assessment mini-grant proposals
	+ Proposals received by March 1 are available for your review in the T: Drive –

 *Reviewed 3 mini-grants.*

 *Request #1: Michael Kurowski: approved: motion to approve by Lori Baker, second by Jay Brown. Plan to encumber funds for fall when new version is*

*available for purchase.*

 *Request #2: Computer Science/Math approved: motion to approve by Kathy Schafer, second by Laurie Johansen*

*Request #3: Biology approved: motion to approve by Kathy Schafer, second by Laurie Johansen*

 *Discussion held regarding use of retroactive funds. This is not excluded as the*

*grant is currently set up. Will address further in April meeting.*

 *Discussion held regarding request for grants less than $200…grant application*

*states $200 request.*

* 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: Inclusion of advising questions discussed as well as the use of open ended questions. Basic open ended questions discussed as well as graduate survey that is used by career services. Dr. Desy will discuss further with President Gores and add to agenda for April.*

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

Meeting concluded: 12:40 PM

Next meeting: April 15, 2015

Minutes respectfully submitted by: Laurie Johansen, MS, RN