**CIA Meeting**

**Date:    Friday, Oct. 17, 2014**

**Time:   9:00am-10:20am**

**Room:  BA 524**

**Present: Betsy Desy, Jan Loft, Mike Rich, Nadine Schmidt, Linda Nelson, Michael Kurowski, Monica Miller, Pam Sukalski, Rhonda Bonnstetter, Jay Brown and Christine Olson.**

**Absent: Lori Baker, Alan Matzner, Marcia Beukelman, Wiji Wijesiri, Scott Crowell, and Laurie Johansen, and Sang Jung.**

**Guest:** **Teresa Henning.**

Announcement: Happy Birthday to Michael Kurowski! Michael shared a wonderful chocolate ice cream cake; thank you!

**Information Items:**

* Reminder to review summary of 2011-2014 CIA accomplishments per CIA charge (attachment sent with September’s agenda) for meeting with HLC reviewers: We have the summary of activities (handout) that **we need to review, be prepared for next week.**

There was a considerable amount of general discussion on what the group has accomplished over the past three years. At this point Jan Loft had to leave the meeting due to another meeting commitment. (The AAC&U item was discussed earlier in the meeting; see below).

* No assessment mini-grant submissions for Oct. 1 deadline: Betsy commented that there are so many things going on right now it is understandable folks were focused on other things are this time. Perhaps the December application timeframe will work better.

**Action Items:**

* AAC&U MN Collaborative Pilot (MCP) Project coordinator and rater position applications—Teresa Henning

A quick update: The proposal passed the IRB; three students indicated they wished to be pulled out of the pilot study. Alan Matzner is generating the random sample of students; should be back to Teresa in about a month. Teresa hit a snag in the quantitative thinking section in that some faculty have pulled out of the pilot, so Teresa will try some recruiting and she will continue to work on this piece. We never folded quantitative it into our own LEP outcomes; maybe something to think about it for the future? Teresa will look into this more; maybe there is something there she can find for the pilot project. A list of suggested courses that might have individual quantitative assignments that could be used was offered to Teresa. Math, Social Science, Computer Science, etc. were named. The students need to be Juniors and Seniors. Teresa promised a timeline for the position descriptions for the project coordinator and pilot raters. Teresa is asking for language (dates to be inserted later). Raters: anything people want changed or edited? Teresa will contact the AAC&U people to find out a rough idea on the time commitment and how much is the compensation, how many training sessions, travel how far, etc? This information should be known and likely will be asked by faculty. Perhaps Teresa is a trail blazer with position descriptions as she was the only person to do the type of IRB paperwork that she did? “Gaging”, or “the validity and the reliability” were suggested as language edits. Clarify the last sentence of the paragraph that all work will be completed in the spring semester, all completed by end of May. Not just SmSUFA faculty can apply? Any exclusions? One thing for sure, the raters need to be teaching. It would be ideal if a person has taught a class on the areas being measured, such as communication and critical thinking. Remember, this is all a DRAFT, please do not share with others on campus. Teresa will share the final product when appropriate.

On the coordinator draft Teresa realizes she will need to insert the correct dates. January 1, 2015 is a very likely date, according to Betsy Desy. What about when the person actually gets the compensation…a bit in the spring, some in the summer and some in the fall semester? Whatever changes are made to the introduction of one (rater description) should be consistently made to the other. Make the bullet points parallel language, similar verbs.

Teresa will be able to give us an update at our next CIA meeting.

* CIA meeting time with HLC reviewers-- Monday, Oct. 20, 2:30-3:30pm in SC-207?
  + Preparation for meeting, Part II, —Lori Baker: meeting times are maybe still in flux? Lori will let us know more certain on Monday. It might get pushed back to 3:00?
    - Review Lori’s list of questions from Sept. meeting: Lori had hoped to make this meeting (currently working with the HLC Steering group taking a tour of the resource room in Social Science, second floor). We asked if anyone had questions and issues with the questions. Maybe people want to talk about “how” they would answer the questions?
* Revise the Senior Seminar survey
* Discussion and identification of questions/information to be included on revised Senior Seminar survey
* Questions to consider:

Who will use Senior seminar data?

* Of what importance are data to programs/department/institution?
* Develop Academic Program Annual Assessment Report (APAAR) template
  + - * proposed template from Northern Arizona University
      * Lori Baker template
* lunch and learns—continue to sponsor, if so, what topics?