

Assessment Committee Meeting Minutes

January 14, 2020

211 Carmichael

In attendance:

Tammy Brown, Joy Burnham, Yvette Bynum, Ashley Cawley, Matthew Curtner-Smith, Judy Giesen, James Hardin, Cheng Hua, Stacy Hughey-Surman, Frankie Laanan, Lisa Matherson, Leah McCool, Mark Richardson, Karen Spector, Cynthia Sunal, Holly Swain, Liza Wilson, Anne Witt, Stephen Yates, Akeisha Young

Approval of November minutes/Introduction of new member

Prior to the meeting, the November minutes were sent digitally for review. Cynthia Sunal motioned to approve the minutes which was seconded by Karen Spector. The November minutes were approved unanimously.

Liza Wilson introduced Tammy Brown as the newest member to the Assessment Committee. She will be a link between the Assessment Committee and the Clinical Advisory Committee.

Annual Reporting

Liza Wilson reminded the Committee that January 31st is the deadline to make changes to their continuous improvement annual reports. James Hardin added that there will be a work session on Friday, January 17th from 1-3pm in Graves 305. This session is open to any faculty member who would like to attend. He will send a reminder email today.

Portfolios/Via

The faculty were commended on their assessment efforts, including giving meaningful feedback to the students. In addition, James Hardin noted that several faculty had commented that many students put more effort into their portfolio submissions.

The Committee discussed several ways to enhance the assessment process. To help students and faculty, it was discussed that submission deadlines and assessment due dates should be staggered. Programs will bring their student portfolio submission dates for spring, summer and fall 2020 to the next meeting (Note: This was changed to Qualtrics submission by 2/7). Another enhancement that was discussed focused on the process for when students score unacceptable and the reasons students are being scored as unacceptable. The Committee discussed ways to make uploads/submissions of the candidate improvement form easier. Currently, the button to request revisions from students is only visible by James Hardin and faculty must ask him to request student revisions. This issue is something that can be brought to the attention of Watermark to change in Via.

Lisa Matherson gave updates on Fall 2019 portfolio assessments. She provided handouts to the appropriate programs indicating students who submitted after the deadline of December 9, 2019, and should be assessed. She also provided handouts to the programs indicating students who still need to submit their portfolio. She asked that if any students on the list have dropped, moved colleges, etc., to let her know so she can remove their names. A handout of students who were admitted to advanced programs in January 2020 was provided to those programs for their records and to help guide assessment. The submission deadline for these students is January 21, and February 3 being the deadline for assessment by the faculty. The last handout provided contained the names of advanced students who have completed 12-18 hours in their program and must submit their checkpoint #2 portfolio. Lisa reminded the Committee that the departments will need to contact those students and let them know that checkpoint 2 is due.

Curriculum Mapping

The Committee reviewed the compilation of all submissions for the initial certification programs and discussed standards (InTASC, ACTS, ISTE) that are not part of the current assessment process, but will need to be addressed for CAEP reporting. These standards will soon be added to the Syllabus Management System. Liza Wilson reminded the Committee that the ISTE standards for the CAEP cross-cutting theme of technology in advanced programs had been adopted. She noted that the best lines of action are to align the portfolios to InTASC standards and for the programs who will not be SPA accredited to be aligned to the National Board Professional Teaching Standards (NBPTS). The Committee reviewed the NBPTS handout with the Five Propositions. Liza Wilson stated that she would like to send the Five Propositions to program coordinators soon so it can then go to the BER/BEP/CAT faculty for approval. Cynthia Sunal made a motion to approve the Five Propositions, which was seconded by Joy Burnham. The propositions were approved unanimously.

Other Business/Announcements

Liza Wilson announced that Shari Gilbert retired in December. Debbie Fly with UAB has agreed to help with the edTPA academy sessions while we go through the hiring process. Revisions are being made to the schedule and will be sent once finalized.

Meeting adjourned at 1:03pm