**Assessment Committee Minutes**

November 15, 2016

211 Carmichael Hall

1. ***Master Alignment Process (Lisa Matherson)***

Dr. Matherson has requested changes to the language in the checkpoints to make it consistent across all levels. This change was unanimously approved by the Assessment Committee and will be made on assessment documents.

1. ***Verify AIS Reporting (Units & Authors) (Lisa Materhson for James Hardin)***

Information was needed from two departments to assign authors to AIS. Dr. Matherson will send an email to name the authors as soon as possible.

1. ***edTPA Curriculum Alignment  (Shari Gilbert)***

A Curriculum Mapping/Alignment Chart has been created for each department to align courses and critical assignments with the edTPA rubrics. There are 15 rubrics for each of the 27 different subject fields with the exception of Elementary (18 rubrics) and Classical and World Languages (13 rubrics). There are two types of rubrics provided for the edTPA, the Handbook rubrics (5 levels) and the Local Evaluation rubrics (3 performance categories). The Curriculum Mapping/Rubric Alignment Charts for each department were created using the rubric focus and guiding questions from the Handbook rubrics and the Advanced Level “Look fors” from the Local Evaluation rubrics. In addition to the alignment charts, information was provided to access other edTPA support tools via the LiveText Visitor Pass. Mrs. Gilbert asked the Assessment Committee to take this information to departments and work to align courses and critical assignments.

1. ***Dispositions (Liza Wilson)***

Dr. Wilson discussed the need to ensure that the Disposition Assessments have both reliability and validity. Dr. Giesen explained how the reliability and validity should be determined for Dispositions. The Assessment Committee will consider content to be assessed. Dr. Wilson asked if different degree levels should have different Disposition rubrics.

The Assessment Committee made a few suggestions that we need to consider and determine which rubric would work best.

* Taking the 4 levels and making it two points and adjust to different degree levels. Dr. Richards stated that people generally rate toward the middle of the score.
* Dr. Witt suggested we break down to separate items that we could use.
* Dr. Sunal recommended the rubric be concrete as to what we are trying to achieve.

Disposition assessments will be one of our initiatives for Spring 2017.

1. ***Advanced Checkpoint 2 – Completion of 12 hours (Dr. Wilson)***

There was discussion regarding advanced checkpoint 2 since most programs are not cohort-based. Elementary Education has assessed checkpoint 2 even though it is not course based by hours of completion. The committee was asked to consider checkpoint 2 being designated by completion of 12 hours. Dr. Giesen will request this information from OIRA and the registrar’s office. The registrar’s office will generate a list and Dr. Hardin will set this up in LiveText after 12 credit hours have been completed by students. Dr. Witt inquired about who would be the one to perform the assessment. Dr. Freeman explained that the Elementary Education faculty rotates the assessments.

Dr. Wilson asked that the Assessment Committee members take this information back to their departments and the Assessment Committee will vote on this at our first Spring meeting. Working with Dr. Giesen and Dr. Hardin, Elementary Education will pilot the process in the Spring.

1. ***Other***

The Spring Advanced Graduate Certification Orientation session is scheduled for January 7, 2017.

According to CAEP guidelines if over 50% of a program is working in P12, that program will fall under CAEP review. The COE will turn in our exemptions forms and have CAEP tell us which falls under CAEP. We must track our graduates to determine employment. If a program falls under 50%, an exemption request will be filed.

Dr. Wilson asked the Assessment Committee meeting to review the minutes from the meeting once Ms. House sends those out. Please let her know if there are any corrections that are needed. Once corrections are made, Ms. House will send the minutes out to all faculty and staff. The Assessment Committee unanimously approved this process.

Many departments were not aware of the curriculum audit put in place for COE. It is important that we are all looking at the information regarding pre - and co-requisites.

Ms. House will send out the list of dates for Spring 2017 Assessment Committee meetings. Meetings will continue on Tuesdays at noon with specific dates to be determined.