**Assessment Committee Meeting Minutes**

**March 5, 2019**

**211 Carmichael**

**In Attendance:**

Joy Burnham, Matthew Curtner-Smith, Judy Giesen, Shari Gilbert, Cheng Hua, Stacy Hughey-Surman, Frankie Laanan, Lisa Matherson, Leah McCool, John Myrick, Mark Richardson, Cynthia Sunal, Holly Swain, Stephen Tomlinson, Philip Westbrook, Kathy Wetzel, Liza Wilson, Anne Witt, Steve Yates, Akeisha Young

**Approval of Minutes**

The committee reviewed the February minutes. Cynthia Sunal made a motion to approve, which was seconded by Joy Burnham. The February minutes were unanimously approved.

**Update on Reliability Training**

Judy Giesen noted that nearly all programs have gone through the reliability training. After Spring Break, new samples will be sent for the final testing.

**Annual Report Feedback**

Liza Wilson had asked for extension for reviews. Feedback will be provided in May. She will share the scores once they are received. She noted that steps are being implemented as we go to refine the process for next year.

**Portfolio Development**

Liza Wilson reminded everyone that the portfolios are used to assess students in each program. Referring to the handout on High-Impact Educational Practices; she noted that the handout is to consider examples when developing artifacts and this should be shared with department faculty. The beginning of last year, OIE provided an e-portfolio workshop at which many examples of portfolios were shown and materials were shared in relation to portfolio creation. The back of the handout showed eight key elements and examples of high-impact practices. On the Advanced Program Portfolio handout, she referred to the asterisk examples to think about when developing the portfolios.

Discussion was held about the meaning of data literacy and defining it. The Committee discussed on how to align artifacts with data literacy to follow CAEP standards. A vote was held to approve the suggestion of InTASC Standards to CAEP Standards alignment. Cynthia Sunal made a motion to approve, which was seconded by Stephen Tomlinson. The alignment items were approved unanimously.

**Technology – Cross Cutting Theme**

Liza Wilson referred to the handout on CAEP Requirements: Technology-related Standards. She noted that these are questions that will be asked in the self-study and are to be reviewed. Will discuss more at a later date.

**Next Steps**

Dr. Wilson asked the Committee to share information about the rubrics during their program meetings.

**Announcements**

Lisa Matherson reminded the Committee that Advanced Graduate Certification Orientation is May 2nd at 4pm and all are welcome to attend.

Meeting adjourned at 12:54pm