**Assessment Committee Meeting Minutes**

**June 18, 2019**

**109 Carmichael**

**In Attendance:**

Joy Burnham, Michelle Estes, Shari Gilbert, Jennifer Jolly, James Hardin, Cheng Hua, Stacy Hughey-Surman, Frankie Laanan, Lisa Matherson, John Myrick, Mark Richardson, Karen Spector, Cynthia Sunal, Stephen Tomlinson, Kathy Wetzel, Liza Wilson, Anne Witt and Steven Yates

**Approval of Minutes**

Cynthia Sunal made a motion to approve the May minutes, which was seconded by Stephen Tomlinson. The May minutes were unanimously approved.

**Portfolio Updates**

Dr. James Hardin introduced the current process using an elementary example and gave a brief introduction of components of the portfolio. Dr. Lisa Matherson added that the Watermark conference will be in the next month and training on VIA will begin after the conference. A Qualtrics survey will be sent to faculty members to schedule training.

Dr. Liza Wilson introduced the possibility of making the portfolio assessment the alternative to the comprehensive examination. Dr. Cynthia Sunal discussed the importance of portfolio assessment especially since the portfolio rubrics are valid and reliable.

**Annual Reporting**

Dr. James Hardin showed a graph of our annual report results. He highlighted our lowest scores are on elements S11-S14, which involve improvement plans. He also specified the difference between S13 (student learning) and S14 (Assessment process). Dr. Wilson added that the College was slightly above the University average. We have three honor roll programs-Educational Psychology Ph.D., Nurse Educator Ed.D., and SCTL ALTMA.

Dr. Matherson will give an update on the case study process for educator preparation completers at the July meeting.

**New Business**

Dr. Matherson presented the timeline graphic for Fall 2019, which will be posted to the Assessment webpage.

Dr. Wilson discussed the key assessment requirements and asked the Assessment Committee to let her know what should be added. She also discussed a few scenarios for the group to discuss that involve a student unacceptable score. The committee will discuss more on this topic in July.

Dr. Wilson suggested that the three honor roll members spend 3-5 minutes to introduce their successful experiences on their program’s action plan.

Mrs. Shari Gilbert updated the status of edTPA. We are awaiting one retake result. By the end of June, we hope to achieve a 100% passing rate.

**Additional Announcements**

Reminder to the programs that are pursuing SPA, a letter from the Department Head needs to be completed that states the specific program and its intention to pursue SPA. Also, reminder of the June 28, 2019 deadline for Data Report Request.

Meeting adjourned at 1:05pm.