**Assessment Committee Meeting Minutes**

**June 21, 2016**

Attendees: Judy Giesen, Lisa Matherson, James Hardin, Rick Houser, Lee Freeman, Liza Wilson, Craig Shwery, Joy Burnham, Jim Siders, Cynthia Sunal, Ann Whitt, Philo Hutcheson, Kevin Besnoy, Kevin Richards

*(Welcome and Introductions)*

Dr. Wilson introduced Paula House to the Assessment Committee. Ms. House will take minutes of the Assessment Committee Meetings.

*(Moving Forward: Next Step – a. Key Assessments*

Dr. Wilson discussed the current COE Conceptual Framework and the key assessments. Dr. Siders made motion to continue utilizing the Conceptual Framework as the basis of the COE Assessment System and Dr. Matherson seconded t motion. Dr. Houser asked for clarification of the motion. After discussion that the Assessment Committee’s role is to focus on the COE’s Assessment plan and that committee would like the COE Assessment plan to support the Conceptual Framework, the plan passed.

Dr. Wilson distributed a key assessment hand-out. The committee worked in groups to align the key assessments to the COE competences in the Assessment Handbook.

 *(Presentation of Internship Assessments/Feedbacks)*

Dr. Brown gave a presentation on Internship Assessment. Prior to first meeting, she solicited and received feedback about the most recent internship evaluation forms. Dr. Brown combined all the feedback. She discussed a key issue that emerged which is the meaning of “target”. Dr. Brown presented three forms and requested that committee members provided feedback by June 30. She also discussed the need to determine how the final internship grade will be assigned.

*(Meeting Schedule)*

Ms. House will send a doodle poll for the July Assessment Meeting date.