Assessment Committee Meeting Minutes
January 15, 2019
211 Carmichael

In Attendance:
Joy Burnham, Judy Giesen, James Hardin, Cheng Hua, Stacy Hughey-Surman, Lisa Matherson, Leah McCool, John Myrick, Mark Richardson, Karen Spector, Cynthia Sunal, Holly Swain, Stephen Tomlinson, Philip Westbrook, Kathy Wetzel, Liza Wilson, Steve Yates, Akeisha Young

Introduction
Liza Wilson introduced Akeisha Young, a new GA student member of the Committee.

Approval of Minutes
Liza Wilson referred to the December minutes and asked if there were any corrections. Joy Burnham motioned to approve the minutes, which was seconded by John Myrick. The December minutes were approved unanimously.

Discussion and Approval of Portfolio Rubrics
Liza Wilson noted that the Assessment team encountered concerns with the Master's rubric. The changes made to the Unacceptable column at the December meeting were problematic once the word "only" was removed. She referred to the handout showing a comparison of the original text (written in black font), the changes that were approved at the December meeting (written in blue font), and the proposed changes (written in red font). Stephen Tomlinson suggested changing the wording to "Does not demonstrate the ability to…" to the beginning of the text in red font. Mark Richardson made a motion to approve, which was seconded by Stephen Tomlinson. The changes were approved unanimously. Leah McCool will update the Master's rubric and send out the final version.

Discussion of Portfolio Reliability Training
Judy Giesen said that members of the Assessment Team will be coming to faculty meetings to train faculty in certification programs on how to use the rubric. She would like to send the portfolios and the rubrics to the faculty prior to the meeting to make the meeting more efficient. She noted that all faculty assessing portfolios will need to go through the reliability training, per CAEP standards.

Annual Reports Discussion
James Hardin reminded the committee that the deadline to submit annual reports is January 31st. Liza Wilson added that many programs should make their improvement narratives more robust.

CIEP Training Meetings
Kathy Wetzel distributed the CIEP training dates and locations. She asked for anyone who would like to attend a workshop to let her know by January 18th. Kathy distributed a list of the the programs that need either the CIEP documentation or the SPA documentation for the content standards.

CAEP Timeline
Liza Wilson referred to the monitor and reviewed the Spring 2019 schedule. Leah McCool will email the schedule to the committee, plus it will be on the College's Assessment Committee webpage.

Announcements
Lisa Matherson said the COE Assessment website is up and running. She is still working on adding some items and documents and asked the Committee to let her know what was missing or needed to be added. The website is http://educ.assessment.ua.edu.

Kathy Wetzel announced to the group that we had a pass rate of 100% on the edTPA submissions. Congratulations to all involved!

Meeting was adjourned at 1:00pm