

Assessment Committee Meeting Minutes

November 13, 2018

211 Carmichael

In Attendance:

Judy Giesen, James Hardin, Cheng Hua, Lisa Matherson, Leah McCool, John Myrick, Mark Richardson, Cynthia Sunal, Stacy Hughey-Surman, Holly Swain, Stephen Tomlinson, Philip Westbrook, Kathy Wetzel(zoom), Liza Wilson(zoom), Anne Witt, Steve Yates

Approval of Minutes

Lisa Matherson referred to the October minutes and asked for changes or approval. Cynthia Sunal motioned to approve and James Hardin seconded. The October minutes were unanimously approved.

Annual Reports

James Hardin stated that the annual reports are a part of the continuous improvement plan. The deadline for programs to submit annual assessment findings in LiveText AIS was two weeks ago. The Assessment Team will review submissions in the next few weeks and will schedule consultations with the authors individually before the break to make edits in January in time for the February deadline.

Portfolio Rubric Updates

Judy Giesen said that nine panel experts have been selected to perform the content validity review process. She noted that the deadline is November 19th. Comments that the panel experts have made will be shared at the last Assessment Committee meeting of the year, December 11th. She added that reliability testing would begin in January.

Spring Assessment Plan

Liza Wilson displayed the Spring assessment plan on the monitor and reviewed the plans and tasks to prepare for Fall 2019. She noted that since the Committee will be reviewing the feedback from the portfolio rubric content validity panel, lunch will be provided at the December 11th meeting. James Hardin added that in the Spring we need to finalize the new assessment plan, including the format for each program's portfolio process. This will include aligning the program's portfolio expectations to the inTASC standards. It was asked if the portfolio rubrics will be ready for January departmental retreats. Judy Giesen said they will as long as the content validity is completed by then; she will confirm at the December meeting.

Announcements

Lisa Matherson reminded the Committee that the Advanced Graduate Certification Orientation (AGCO) will be on January 3rd at 4pm in Graves room 305. She invited program faculty to attend.

Kathy Wetzel noted that there was a low return rate on the content portion of the CIEP document. She will contact program coordinators who have not submitted. She asked that this be completed before the holiday break. Liza Wilson clarified that InTASC standards will be completed as a whole unit for the ACTS portion of the CIEP.

Lisa Matherson referred to the Spring 2019 Assessment Committee dates that are listed on the agenda. She added that the date for the April meeting will be decided at a later time.

The meeting was adjourned at 12:35pm.