

Assessment Committee Meeting Minutes
February 12, 2019
211 Carmichael

In Attendance:

Joy Burnham, Matthew Curtner-Smith, Judy Giesen, Shari Gilbert, James Hardin, 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

Liza Wilson referred to the January minutes for review and approval. Kathy Wetzel motioned to approve the minutes, which was seconded by Joy Burnham. The January minutes were approved unanimously.

Annual Report Update

Liza Wilson announced that we have received an extension of one week to work on needed areas of the annual reports. She noted that these must be submitted by 8:00am on Monday, February 18th. She added that feedback should be provided by May and the results will be available to share with faculty.

Portfolio Reliability Update

Judy Giesen noted that yesterday was the first reliability training for programs and that the training went well. The next step will be for faculty to establish the reliability with a new set of samples. Liza Wilson asked the Committee to announce the importance of attending the training at their program meetings. James Hardin noted the portfolio samples provide the readers with specific page numbers in the reflective pieces of each artifact. The readers will review these pages to find evidence related to specific standards.

Discussion of Program Portfolio Development

James Hardin discussed the new opportunity for programs to customize their portfolio process and template. Regarding portfolio requirements, he noted that he will assist with the building of the portfolio templates and will need a document from each program containing details and expectations for students. In addition, he asked the programs to contact him when they are ready to discuss. The deadline to create a first draft is April 15th. This is to ensure time to discuss the layout. He will work on building templates over the summer and they will be ready to use by the Fall. It was mentioned that there will need to be multiple assessors for each portfolio submission. Cynthia Sunal made a motion to request the Dean for funds to recruit and train adjunct faculty for this process. This was seconded by Anne Witt. The motion to request funds was approved unanimously.

Announcements

Kathy Wetzel noted that SPA and CIEP have the same deadline for key assessment to be identified.

Shari Gilbert noted that the upcoming edTPA session is for all content areas except Elementary. The session will be Friday, February 15th from 12-2pm. She added that the final work session is Wednesday, February 27th from 4-6pm.

Lisa Matherson asked the Committee to remind faculty to assess checkpoint 1, which was due last Friday, February 8th.

Next Steps

Liza Wilson stated that this Committee cannot be the only group that takes on all the activities to prepare for CAEP. It may be helpful to create working or specialized groups to ensure unit collaboration for the CAEP process. She asked to look at other groups, such as Technology Advisory Group, to invite to help. She reminded the Committee that August will begin the 3 years of data to be collected.

Meeting adjourned at 12:41pm