

## **Assessment Committee Meeting Minutes**

**Noon, July 17, 2018**

**109 Carmichael**

### **In Attendance:**

Joy Burnham, Judy Giesen, Shari Gilbert, James Hardin, Claire Major, Lisa Matherson, John Myrick, Karen Spector, Holly Swain, Stephen Tomlinson, Philip Westbrook, Liza Wilson, Steve Yates, Shanikia Young

### **Approval of Minutes**

Dr. Wilson asked Committee for approval of the June 2018 minutes. No changes were requested. Dr. Spector motioned to approve, which was seconded by Dr. Burnham. The Committee voted unanimously to approve.

### **Discussion of Portfolio Process**

- a) Dr. Wilson reminded members that the Assessment Team member should be present at their departmental Fall retreats. They were also reminded that the department/program meeting minutes are needed to demonstrate improvement steps. Everyone was also reminded that all instruments are planned to be in place by Fall 2019, with the new dispositions rubric already being used during Summer 2018.
- b) After being reminded to think about where they want graduates to be after leaving their program, Committee members were then asked to share what they wrote on their large charts.
  - Dr. Spector shared the plans that SCTL have for their program, including assessment items to be included in the portfolio.
  - Dr. Burnham discussed what her program is doing for their upcoming self-study. She mentioned that there will be 8 key indicators with each one having two assessments. Her department plans to align the indicators with the master alignment charts and will create the portfolio based on the alignment.
  - Dr. Westbrook expressed concerns about the transitions in standards for Class A and AA certification programs relating to how this transition will affect implementing the standards.
  - Dr. Myrick discussed the feedback his program received about the area(s) in which their graduates need to improve, including increasing their collaborative skills. As a result, his program/department is in the process of aligning their current assignments/tasks in courses with the standards.
  - Dr. Swain shared the results of her meeting with Dr. Matherson concerning the alignment of standards w/current tasks & assignments. However, she mentioned that there are still some issues w/masters level and aligning.
- c) Dr. Hardin reminded the Committee that the portfolio design will be put into a template and asked to keep in mind how they want their portfolio to look. Examples of the Via portfolio will be shown at the first Fall meeting. Departments/programs need to think about the assessment load for faculty regarding the portfolio. They also need to think about interrater feedback/reliability.

### **Annual Reporting Process**

The Assessment Team will provide data to programs and departments by August 15, 2018. A timeline with four submission deadlines will be given to programs and departments at a later date. Members of the Assessment team will be meeting with program coordinators and other authors. Dr. Hardin reminded everyone that this is an opportunity to identify and create new assessment measures for their department/program.

### **Updates on 12-Hour Checklist**

Dr. Matherson & Dr. Hardin discussed the deadlines for checkpoints 2 & 3. They distributed a list to each department/program of students who are passed due on checkpoint 1 for Summer and now have holds in place. Dr. Matherson also mentioned that the reduced hour certification students are a part of the list that were distributed to department/program representatives.

### **New Business**

- a) Dr. Wetzel mentioned that she will be meeting with departments and programs in small groups in the Fall. She clarified the difference between the InTASC Standard Four and the CIEP standard content, which applies to all certification programs. She reminded the Committee members that they need to be consulting the online CIEP Standards document since it's the most up-to-date document. If they haven't submitted a formal letter, they must still submit their CIEP documents. Dr. Wetzel will try to provide members with a hard copy of the latest version of the CIEP documents.
- b) Dr. Matherson is creating a webpage for COE faculty to access information pertaining to the college. She provided a handout to help with brainstorming ideas for elements to include on the website. She described how the website will be used. Dr. Wilson said a definitions page will be added as a resource. Dr. Matherson asked to have department reps think about what others would need from the website.

### **Fall Meetings**

Dr. Wilson said Fall meetings will continue to be on Tuesdays at noon and will start in September. Mark Richardson will be joining the Committee in the Fall to replace Kevin Richards. Dr. Wilson is hoping that every program has a representative present at the meetings. The need for more student representation at the meetings was raised.

Dr. Wilson reminded everyone the following next steps for the meeting:

- Come up with designs and plans on the design for the portfolios
- Requesting the presence of an assessment team representative at the upcoming Fall retreats.
- Be sure to share large charts with faculty at the retreats.

Meeting was adjourned at 12:56pm.