

Assessment Committee Meeting Minutes
August 8, 2019
109 Carmichael

In Attendance:

Julie Bannerman, Yvette Bynum, Michelle Estes, Shari Gilbert, James Hardin, Stacy Hughey-Surman, Frankie Laanan, Lisa Matherson, Karen Spector, Cynthia Sunal, Holly Swain, Nicole Swoszowski, Stephen Tomlinson, Kathy Wetzel, Liza Wilson, Jonathan Wingo, Anne Witt, Steven Yates and Akeisha Young

New Committee Members for Fall

Dr. Liza Wilson introduced the new members for 2019 -2020 – Dr. Yvette Bynum and Dr. Nicole Swoszowski.

Discussion of Assessment Plan

Dr. Wilson reminded everyone of items discussed in the July meeting and the reason the Committee was revisiting the assessment plan options.

Portfolio (Initial)

The Committee reviewed the new proposal (see attached). The cover page of each portfolio template will have introductory material regarding the portfolio assessment process. With the new plan, assessors will be assigned the same students to assess at each checkpoint. Dr. James Hardin made a motion to accept proposed initial assessment plan. Dr. Stephen Tomlinson seconded the motion. The voting sheets were distributed and collected – 13 yes votes and 0 no votes for the initial assessment plan.

Portfolio (Advanced)

The Committee reviewed the new proposal (see attached). Dr. Nicole Swoszowski motioned to vote. Dr. Frankie Laanan seconded. The voting slips were distributed and collected – 13 yes and 0 no votes.

Dispositions (Initial)

From the last meeting, the Committee decided the dispositions would need to be integrated in the portfolio and students would not move forward from checkpoint 1 with a score of unacceptable (1). Shari Gilbert motioned to vote on this process. Dr. James Hardin seconded. The voting slips were distributed and collected – 13 yes and 0 no votes.

Dispositions (Advanced)

The Committee reviewed the new proposal (see attached). Dr. Laanan made a motion to vote, which Dr. Hardin seconded. The voting slips were distributed and collected – 13 yes and 0 no votes.

Discuss of Remediation Process

Each program will determine how to move forward with remediation plans if needed. Dr. Hardin will send a report to each program at the end of the semester. Dr. Yvette Bynum believes a signature should be required with other Committee members agreeing. Dr. Hardin is looking into the best way to have the signature requirement available for students. It was determined that the assessor, student and faculty/committee would need to sign off on each remediation form. Julie Bannerman asked if the form would be attached to portfolio. It was suggested to add the completed date on the form and the action plan with dates.

Portfolio Template/Artifacts

Dr. Hardin will review all program portfolios for certain criteria: Does it include specific artifacts, does it address all standards, alignment with appropriate standards. Shari Gilbert will be happy to meet with anyone to work on edTPA alignment and evidence.

Development of Rubric Goals

Dr. Hardin addressed that met/not met goals can be established within the rubric. A report can be run indicating the percentage of students that met the goal once minimum thresholds are established. Dr. Hardin discussed other variables that could be determined for reporting from VIA at all three checkpoints.

New Business

Dr. Wilson mentioned the meeting on August 23 with Chris Coleman, Office of Institutional Effectiveness, for the annual report authors.

The next assessment committee meeting will be September 10.

All departments/programs that requested data will receive this later in August. Dr. Hardin said data should be received by August 15. Dr. Lisa Matherson mentioned surveys are available as well for indirect measures.

Meeting adjourned at 1:28 pm.