

# Assessment Committee Meeting Minutes

Noon, September 11, 2018

211 Carmichael

**In attendance:** Joy Burnham, Judy Giesen, Shari Gilbert, James Hardin, Lisa Matherson, Leah McCool, John Myrick, Mark Richardson, Matthew Curtner-Smith, Karen Spector, Cynthia Sunal, Stacy Hughey-Surman, Holly Swain, Stephen Tomlinson, Philip Westbrook, Kathy Wetzel, Liza Wilson, Anne Witt, Steve Yates, Shanikia Young

## Summary of Meeting:

### 1. AIS Reporting Updates:

- a. Dr. Wilson reviewed the annual reporting process and discussed the upcoming deadlines.
- b. Dr. Hardin presented the AIS tool in LiveText and explained how the AIS reporting features work along with the new changes differing from previous years. Dr. Hardin discussed the process for programs can add SLOs specific to their program in addition to the college-wide SLOs in the annual reports. He reminded everyone that these features are now live in each program's dashboard. When asked about whether the revised college-wide graduate SLOs had been made in the annual report template, Dr. Hardin confirmed that these changes were already made in the system so departments and programs do not have to make these changes.

### 2. Advanced Graduate Certification Updates:

- a. Dr. Matherson explained the report she created and handed out that indicates the submission status of advanced certification students' portfolio. She also noted that 58 students were admitted in the certification programs in the college in Fall 2018. Dr. Matherson reminded the program representatives that Checkpoint #1 was due September 4<sup>th</sup> before she distributed lists to each representative that specified which students have holds on their accounts until they complete the checkpoint by submitting the portfolio.

- (1) She then reminded representatives that faculty can begin to assess the portfolios and must complete the portfolio assessments by **Friday, September 14, 2018**.

- (2) Departments and programs must contact Dr. Hardin if additional assessors need to be added to courses.

### **3. Updates on 12-credit-hour Checklist for Checkpoint #2:**

- a. Dr. Matherson informed the department/program representatives that the 12-credit-hour checklist for checkpoint #2 would be sent to each program/department by Friday, September 14, 2018. The checklist includes the names of students who are within the 12-18 credit hour range. Departments/programs should contact Dr. Matherson if there are students who are not on the list but should be.
- b. Dr. Matherson also informed members that Dr. Hardin needs to know departments'/programs' due dates for checkpoints 2 and 3 if the department has not previously done so. The deadline to send these to Dr. Hardin was September 7<sup>th</sup>.

### **4. Timetable Updates:**

- a. Dr. Wilson reviewed the CAEP and Assessment timeline along with the Fall 2018 Schedule handout that was presented at program and department retreats. She then discussed briefly the upcoming due dates for various tasks that need to be completed by departments and programs.
- b. Dr. Sunal expressed concerns about all data being available by the November 30th deadline since data for elementary doctoral students is tied to the course, which will not end until December. Dr. Hardin offered two possible options to address this concern: (1) explain changes regarding data in the annual report or (2) use data from the Fall 2018 semester & wait until the end of the semester to submit the report.
- c. Dr. Wilson also reminded that designated faculty representatives are required to attend the edTPA work session on **Wednesday, October 17, 2018**. She also reminded Committee members to strongly encourage and remind their faculty representatives to attend these work sessions besides the mandatory ones to show support for their students.

## 5. CIEP Updates:

- a. Dr. Wetzel discussed the content standards and stressed that departments and programs need to be identifying key assessments for their programs. She reiterated that programs that are already nationally-accredited (or SPA-accredited) are exempt from submitting CIEP content standards; all other programs must submit CIEP content standards.
- b. She informed the Committee members that programs can no longer submit syllabi for state reviews and that they must submit course descriptions. Dr. Wetzel then strongly encouraged each program to review the sample documents they were given and the CIEP documents online to assist their preparation of their CIEP documents for their respective programs. Dr. Wetzel also offered to have individual meetings with programs if they need further assistance in identifying key assessments. She also reminded Committee members to have faculty representatives attend workshops and sessions on CIEP hosted by the State Department.
- c. She reiterated that each certification area has content standards and that programs that offer certification in multiple areas (e.g., MAP) must complete content standards for each certification area. Dr. Wetzel also reminded everyone that each program must submit their CIEP content standards alignment to course work and key assessments by **Monday, October 15, 2018**.

## 6. Portfolio Rubric Updates:

- a. Dr. Wilson explained to the Committee that a subcommittee met on August 24th for a day-long work session to develop portfolio rubric drafts for Initial Certification and Advanced Certification programs. She then presented drafts of the rubrics to the Committee.
- b. Dr. Matherson informed the Committee that Qualtrics surveys were created to obtain feedback from programs regarding the rubric drafts, which will be sent to Committee members by Leah McCool. Only Assessment Committee members will receive the surveys and will be able to enter comments/feedback on the rubric drafts. Completed surveys should be submitted no later than **Tuesday, September 25, 2018**.

- c. Dr. Giesen explained the rationale for using Bloom's Revised Taxonomy (<http://www.celt.iastate.edu/wp-content/uploads/2015/09/RevisedBloomsHandout-1.pdf>). She discussed the selection of verbs in the rubric drafts, which were based on the chosen taxonomy. She emphasized that CAEP strongly recommends that EPPs utilize a taxonomy when developing rubrics. She also reminded the Committee that this taxonomy was used to be consistent with how the Dispositions Rubric was developed, which the same taxonomy was used to develop those rubrics.
- d. Dr. Wilson then discussed the number of portfolio rubrics needed (e.g., 2 vs. 3). The Committee outlined the advantages and disadvantages of using the same rubric for Masters and EdS levels, particularly considerations for programs that have only advanced certification programs and those that have certification programs at each level. One suggestion offered for programs with only advanced certification levels was to use the initial certification rubric for the initial advanced certification level and the advanced rubric for the advanced certification level (EdS).
- e. Dr. Westbrook made a motion to address the three levels of certification by utilizing variations to the current proposed rubrics. This was seconded by Dr. Burnham.
- f. Dr. Wilson stressed the importance of Committee representatives discussing the rubric drafts with their respective programs and departments to garner feedback on this task and strongly urged them to complete the surveys by the stated deadline (**Tuesday, September 25, 2018**).

## 7. Meeting Recap and Reminders:

- a. Dr. Wilson reminded everyone about the following next steps for the **Tuesday, October 9th** meeting:
  - (1) Have faculty complete portfolio assessments by **Friday, September 14, 2018**
  - (2) Review 12-hour checklist for Checkpoint #2 that Dr. Matherson will send by **Friday, September 14, 2018**
  - (3) Complete and submit the Qualtrics surveys for feedback on the portfolio rubric drafts by **Tuesday, September 25, 2018**

- (4) Submit CIEP content standards alignment to course work and programs' key assessments by **Monday, October 15, 2018**
  - (5) Have faculty representatives attend edTPA work sessions, especially the mandatory session on **Wednesday, October 17, 2018**.
  - (6) Departments and programs should contact Dr. Hardin with their due dates for Checkpoints 2 and 3 so that they can be set in LiveText.
- b. *Reminder: Please consult the Fall 2018 Schedule handout to check due dates and deadlines.*

**Adjourned at 1:19 PM.**