

## Assessment Committee Minutes

March 3, 2020

### **In Attendance:**

Tammy Brown, Joy Burnham, Yvette, Bynum, Matthew Curtner-Smith, Judy Giesen, James Hardin, Cheng Hua, Stacy Hughey-Surman, Frankie Laanan, Lisa Matherson, Leah McCool, Holly Swain, Nicole Swoszowski, Mark Richardson, Cynthia Sunal, Stephen Tomlinson, Kathy Wetzel, Liza Wilson, Anne Witt

### **Approval of February Minutes**

Cynthia Sunal motioned to approve the February minutes. This was seconded by Joy Burnham. The minutes were approved unanimously by the Committee.

### **Portfolio/Via**

James Hardin noted that we are in the second semester of the new portfolio/assessment process. He is finalizing details such as due dates and processes regarding student revisions for this semester's assessment process. The following details were discussed:

#### **a. Unsubmitted Portfolios**

Lisa Matherson noted that students with past due unsubmitted portfolios will have holds placed on their accounts until they are submitted or resubmitted. Department representatives will be provided with the list of students who have not submitted portfolios so that departments can notify them.

#### **b. Unacceptable Scores**

James Hardin noted that there were several reasons why faculty assigned unacceptable scores in the fall 2019 assessment process. To be consistent with scoring, the Committee agreed to select "N/A" on the rubrics, to indicate incomplete, when portfolios were being sent back for student revision for simple formatting errors or omission of requisite artifacts and reflection. Furthermore, it was decided that faculty would assign a score of unacceptable in cases where the students' artifacts/reflection was of poor quality.

#### **c. Revision/Resubmission of Portfolios**

When faculty elect to request that students revise and resubmit a portfolio, someone with administrator access in Via has to formally request the revision. James noted that departments can choose their Via representative for this task. He asked that programs notify him of who they would like their Via representative to be.

## **Advanced Clinicals**

Lisa Matherson provided a handout indicating the COE MA and EdS Advanced Clinical courses. The Unit requires at least one course for data collection. She asked the Committee to review the handout and if they agreed with the course(s) listed for their department/program to sign and return to her. If any program wanted to change the course(s) listed on the sheet then indicate on the sheet before returning. A few members wanted to take this back to their departments for input and will be returning the lists as soon as possible.

## **Curriculum Mapping (initial and advanced)**

Liza Wilson noted that they have re-examined the curriculum mapping for courses taken across programs. She will schedule meetings with programs to review and discuss their curriculum maps. A Doodle poll will be sent to schedule the meetings.

James mentioned that he is working with the College's Technology Advisory Committee (TAC) regarding the Assessment Committee's ISTE gap analysis. They are going to create a 1-page handout providing instructional suggestions for faculty as they address technology needs within the curriculum, and it will be distributed once finalized.

## **Data Requests**

### **a. Via**

Liza Wilson provided a handout to use for the Continuous Improvement Annual Reports. The departments should complete and return to the Assessment Staff by May 12<sup>th</sup>.

### **b. CIEP/SPA**

Kathy Wetzel noted that whichever accreditation you go with (CIEP or SPA) data will need to be pulled by the end of the semester. She encouraged programs to complete the data request by the deadline.

## **New Business**

### **a. Assessment Website ([educ.assessment.ua.edu](http://educ.assessment.ua.edu))**

b. Lisa Matherson gave a quick tour of the new assessment website. MyBama login credentials will be required to view the website. There are materials and resources that will be added once they are collected and finalized.

### **c. CIEP Workshop**

There will be a CIEP makeup session on March 25<sup>th</sup> at Stillman. Look for a reminder email with more information.

Meeting adjourned at 1:00pm