

Assessment Committee Minutes
July 14, 2020

Present: Tammy Brown, Joy Burnham, Yvette Bynum, Judy Giesen, Carl Hancock, James Hardin, Frankie Laanan, Lisa Matherson, Leah McCool, June Preast, Mark Richardson, Karen Spector, Holly Swain, Nicole Swoszowski, Stephen Tomlinson, Kathy Wetzel, Liza Wilson, Anne Witt, Steve Yates, Akeisha Young

1. Introductory Announcements

Liza Wilson announced the retirements of Cynthia Sunal and Stephen Tomlinson. She thanked them for their service.

2. Approval of the Minutes

Carl Hancock made a motion to accept the June minutes. This was seconded by Kathy Wetzel. The June Assessment Committee minutes were approved unanimously.

3. CIEP

Kathy Wetzel reminded that if a program is not SPA accredited, they must submit CIEP documents with three years of data to the State Department for state reviews. She noted we just finished our first year of collecting data. She shared and discussed the CIEP templates from the State Department's website that programs will need to submit. James Hardin added that the biggest thing is looking at data and trying to determine methods and processes for improving our programs. He noted that this is where we are trying to get to in all our assessment efforts. He can meet with all the programs that will need to complete the CIEP process and help them get to where they would like to get to. After being a reviewer, Holly Swain shared the tip to be very clear about what you are submitting and narrow it to one or two very small amounts of courses and key assessments because it's easier for reviewers to find and locate and to label things clearly and make sure you're using the most up-to-date standard.

4. Portfolios-Revise/resubmit—Due dates and checkpoint 3

Lisa Matherson encouraged programs to spread out checkpoints 1, 2, & 3 to keep from being overwhelmed at the end of the semester. She noted that checkpoint 3 at initial and graduate levels cannot be assessed in December, May, or the end of July in case a revise/resubmit is needed. She encouraged moving checkpoint 3 up as early as possible to give students time to revise/resubmit before graduation and leaving campus. Keep in mind that UA could finish courses before Thanksgiving this year. James Hardin shared the Via template 'Initial Certification Portfolio Template Showcase.' He shared an example of some standardized language that would be useful in all program templates and asked the committee to allow him to standardize the common language across the program templates. Joy Burnham made a motion to accept that was seconded by Anne Witt. The request was approved unanimously.

5. Annual Report/Taskstream

James Hardin reminded the committee that we are transitioning the Annual Reports to the Taskstream platform. Chris Coleman will hold a virtual Author Workshop in August. The

schedule and timeline will be discussed for all Fall semester and early Spring events regarding the next reporting window.

6. Data Requests for August

Liza Wilson shared the data requests chart, which was sent to the Committee in February; an extension was given until May. She will be sending reports of what programs have submitted the request reports to the department heads. This data will be used at each departmental retreat. This is an excellent opportunity to get with your departments to discuss what the data points are and where they are coming from. James Hardin added that it is important to work on this data because the analysis takes time and that this is a departmental effort, not a one-person task.

7. Curriculum Mapping

Lisa Matherson thanked everyone for completing their curriculum mapping and Akeisha Young for helping combine all the data into multiple reporting methods and spreadsheets. Lisa will meet with OIRA tomorrow to get everything in the syllabi template for the Fall so you won't have to type them in. It was noted that further collaborations with the BEF, BEP, BER, CAT, and SPE programs was requested by the faculty in these programs as well as faculty in other certification areas. Liza Wilson also thanked the faculty and different groups who met with the curriculum mapping team.

8. Announcements

- Tammy Brown noted that AEA and all the teacher memberships are petitioning the governor about the start of school. She noted what she sent out this morning is the information she has so far, but it is updated every day. She informed the Committee that we have the CPASS new contact, and the next step is to get permission to share.
- The next meeting will be in August. Liza Wilson thanked everyone for their hard work and their service to the Assessment Committee.

Meeting adjourned at 12:50 p.m.