

Assessment Committee Minutes

September 8, 2020

Present: Lucy Barnard-Brak, Tammy Brown, Joy Burnham, Yvette Bynum, Matthew Curtner-Smith, Judy Giesen, Carl Hancock, James Hardin, Cheng Hua, Stacy Hughey-Surman, Frankie Laanan, Junfei Lu, Lisa Matherson, Leah McCool, June Preast, Mark Richardson, Karen Spector, Holly Swain, Nicole Swoszowski, Kathy Wetzel, Liza Wilson, Anne Witt, Steven Yates, Akeisha Young

1. Welcome and overview of 2020-2021

Liza Wilson welcomed new members Lucy Barnard-Brak and Junfei Lu to the committee. The committee discussed the purpose of the committee, our roles as committee members, and goals for the 2020-2021 term.

- Purpose of the Committee
 - o Facilitate the way for all accreditation purposes.
 - o Promote continuous improvement through ongoing collaborative efforts
 - o Ensure that our undergraduate and graduate student learning outcomes are being met
 - o Provide tools and data to make meaningful change
- Our Role as Committee Members
 - o Select and disseminate tools to promote continuous improvement
 - o Serve as a liaison for stakeholders
 - o Serve as a representative/spokesperson for the College of Education's assessment and accreditation processes
- Goals for this year
 - o Promote diversity and the work being conducted within our college that supports continuous improvement.
 - o Celebrate successes in the College of Education based upon data collected this past year

2. Approval of the July minutes

Steven Yates motioned to approve the August Assessment Committee minutes. This was seconded by Nicole Swoszowski. The August minutes were approved unanimously.

3. Portfolio overview

The portfolio submission deadline is Sept. 11th for the advanced graduate students admitted for fall. James Hardin requested the Via representatives send him the list of assessors for the students so assessment may begin by the faculty. The next step in the assessment plan, which is completing the process for working on the reliability reports needed for the CAEP study. Beginning this fall, Checkpoint 2 will have 5% of student submissions randomly selected to compare scores.

New faculty will be contacted in October to participate in the validity and reliability process for disposition and portfolio rubrics.

4. Assessment timelines

Faculty are asked to complete the portfolio assessment of advanced graduate checkpoint #1 students by October 9th. Students expect and look forward to receiving feedback.

The 12-hour reports are ready and will be sent to Via reps later this week to notify students. Contact Lisa Matherson if any students are missing from the list. Checkpoint assessments deadlines were set by the departments and should run through fall.

The dates for the 2021 checkpoints are needed and a Qualtrics survey will be sent for departments to submit dates before the next Assessment Committee meeting.

Lisa Matherson reviewed the Assessment Committee webpage, located on the College of Education webpage, under the faculty staff tab. Liza Wilson added that the new handbook will be sent to review and be voted on at the October meeting. Once approved it will be housed on the webpage.

5. Annual reporting and SACSCOC

Liza Wilson reviewed the work session previously held with Chris Coleman. The SACSCOC review team will randomly select our reports and will look for particular things within selected reports. She noted that this is something that our college regularly does. James Hardin discussed the submission schedule and noted the tweaks made to the schedule. October 30th is the deadline for the first submission, ~~confirmation steps~~. This is all tabs through tab 6 “assessment map”. November 27th is the deadline for the draft completed report, including tabs 7-9 in the assessment report. Feedback will be provided for this submission. Tab #9 is new and requested by Chris Coleman, however, is an optional tab. Final submission deadline is January 20th. He mentioned

that the first tab on the AIS report is a summary of the previous year. Liza reminded that the Committee voted to move to TaskStream. However, after everything that has been happening on campus, the move to TaskStream will not happen until next year.

6. SPA and CIEP

Liza Wilson screenshared the CAEP website, the active SPAs, and brought attention to the inactive SPAs. Kathy Wetzel added that those whose SPA is no longer active must go back and do the CIEP document and submit to the state. She noted that they are the same alignment and same process. She noted that only one or two have not aligned to the CIEP document. We just finished the first year of data collection which was 9/1-8/31 and are entering the second year of data. Year three of data will end January 2022 and will submit in May 2022. The state will begin to review these in June 2022 and will be approved by the time of the CAEP visit. Links will be provided for those conducting SPAs that go through the CAEP portal.

7. New Business and Action Steps

It was requested to share the draft handbook with the departments for feedback prior to the voting in October. The handbook will be placed on the webpage as a draft so it can be shared with faculty for review. Liza Wilson noted that the handbook was 30 pages and is now 100 pages. Lisa Matherson explained that the website is protected by the MyBama firewall so you will need to login with MyBama credentials to open the link. Any edits to the handbook will be made at the next meeting (October) prior to voting.

Meeting adjourned at 12:56pm.