

# Assessment Committee Minutes

January 12, 2021

Present: Lucy Barnard-Brak, Bill Bergeron, Joy Burnham, Yvette Bynum, Matthew Curtner-Smith, Judy Giesen, James Hardin, Cheng Hua, Stacy Hughey-Surman, Junfei Lu, Lisa Matherson, Leah McCool, June Preast, Margaret Rice, Karen Spector, Holly Swain, Nicole Swoszowski, Kathy Wetzel, Liza Wilson, Diana Winchester, Anne Witt, Libba Woodruff, Steven Yates, Akeisha Young

## 1. Welcome and Approval of the December Minutes

Liza Wilson welcomed the group to the first meeting of 2021. Nicole Swoszowski made a motion to accept the December Assessment Committee minutes. This was seconded by Stacy Hughey-Surman. The December minutes were passed unanimously.

## 2. Committee Input/Feedback on Yearly Goals

The Committee has two goals. The first is how to recognize good work in assessment by members of the College and the second is to ensure that diversity is involved in assessments and support the College of Education DEI. The Committee discussed ways to reach each of these goals. Liza Wilson asked the members to share the feedback they received from their departments. Joy Burnham shared ideas for recognition of good work. Karen Spector discussed DEI collaborations in her department. It was decided that Drs. Burnham, Lu and Spector will provide brief discussions at the next meeting; additional presenters were encouraged.

## 3. Annual Report Feedback and Submission Deadline

Please work with the responsible parties within your departments to ensure feedback is being reviewed and edits are made before the final submission due date, which is January 26<sup>th</sup>, 2021. This will be a hard deadline since the reports need to be submitted before the University's SACCOC midpoint review. If you submitted in December, you will not need to click submit again in LiveText, but will still be able to make changes to the report. When editing, click save after making the edits. If you have any questions, please contact James Hardin. Please note that SACCOC will be randomly selecting 25% of UA's annual report submissions for review.

## 4. CIEP Updates

Diana Winchester shared a list of programs and their contact person for CIEP. Please let her know if a contact person needs to be updated. She will be setting up individual meetings with the contact people to find out where they are and what they need from her in the process. Please note that SPA accredited programs do not need to submit to CIEP.

## 5. Semester Deadlines

Lisa Matherson shared a timeline of important dates and deadlines. The Advanced Graduate Certification Orientation (AGCO) was on January 7<sup>th</sup> and their checkpoint #1 portfolio is due on January 25<sup>th</sup>. Faculty assessment deadline for the portfolio submissions is February 15<sup>th</sup>. She urged the Assessment Committee members to remind their colleagues to log in once or

twice a week to watch for portfolios that are awaiting assessment and to not wait until the last minute to assess. The 12-18 hour reports will be sent to department chairs and program chairs at the end of January. If you have not sent dates for when your checkpoint portfolios are going to be due please send them to Lisa as soon as possible via the Qualtrics link (provided in the Zoom chat box and in previous minutes).

## **6. Portfolio Updates**

Lisa Matherson shared a list of students who have not submitted or need to resubmit. Departments should encourage students to submit on time to avoid a hold being placed on their accounts. Holds will be placed on students accounts around the first of February and students will not be able to register for Summer or Fall classes until they submit. In reminding the students, please request that they email their assessors when they have resubmitted.

We decided as a Committee, that 5% of the portfolios would be randomly selected to examine with a second assessor to see how our agreement is with our evaluations and assessment tools. By January 15th, Liza Wilson will send out an email notifying the second assessors and outlining the process. Note: the Checkpoint 2 portfolios and assessors are randomly selected.

## **7. New Business**

There will be a Via representative meeting on January 15th to discuss the processes and procedures so that each semester we are efficiently operating on a timeline and by a certain deadline, as well as identifying which students are at each checkpoint and which faculty members are assessing these students.

Meeting adjourned at 12:52pm.