

## **Assessment Committee Minutes**

**September 14, 2021**

Present: Lucy Barnard-Brak, Tammy Brown, Bill Bergeron, Joy Burnham, James Hardin, Stacy Hughey-Surman, Junfei Lu, Lisa Matherson, Leah McCool, Mirai Nagasawa, Margaret Rice, June Preast, Emily Sims, Karen Spector, Holly Swain, Kathy Wetzal, Liza Wilson, Diana Winchester, Anne Witt, Libba Woodruff, Steven Yates, Akeisha Young

### **1. Approval of June minutes**

Lucy Barnard-Brak made a motion to approve the June minutes. This was seconded by Margaret Rice. The June minutes were unanimously approved.

### **2. Introduction of New Members**

Liza Wilson announced Akeisha Young as the new Director of Accreditation and Assessment and co-chair of the Assessment Committee. Akeisha welcomed the new members of the Assessment Committee, Emily Sims, the Associate Dean for Student Services & Clinical Associate Professor and Mirai Nagasawa, the Dean's Office graduate assistant and Assessment Committee student representative.

### **3. Assessment Committee Mission/Goals**

Liza Wilson reviewed the current duties and responsibilities of the Committee. She asked everyone to review and think about these and any other responsibilities of the Committee to help discuss and develop a mission statement for the Committee at the October meeting.

### **4. UA Annual Reports**

James Hardin discussed the need for each program to create at least one program specific SLOs. James asked that all program specific SLOs be sent to him by Monday, September 20 so that he could put them into LiveText. James also mentioned the upcoming due date of Oct. 1 for sections 1-6 in LiveText. He reminded everyone to verify even if the program is not making changes. November 15 is the due date for sections 7-9 in LiveText.

### **5. Portfolio Updates**

James Hardin noted that the deadline for checkpoint 1 (advanced) has passed. James announced that all SLL initial certification activities have been, and these activities should be viewable to students so that they can begin to submit their portfolios. Additionally, James announced that the program specific due dates for portfolios have also been published. He also discussed the portfolio assessment and submission status and that it is handled in a timely manner. Via reps have an email template to contact students and be proactive. Lastly, James reviewed the formalizing process for checkpoint 3. This is the only checkpoint not published to Via. In the past the assessment staff has emailed department chairs and program coordinators to see who is graduating. Joy Burnham suggested that the Graduate School may have a more accurate list since comps are due. James suggested that we would talk with the program coordinators and Via reps about working with the Graduate School to collect this information.

## **6. Assessment Committee Recognition**

Akeisha Young announced that Joy Burnham is now Chair of the College of Education Agility Team. Joy Burnham stated that the College of Education Agility Team members are Melanie O'Rear, Amanda Dobbins and David Hardy. Joy explained the mission of the team. We want to look at what is working for our College and what our bragging points are. Akeisha mentioned some Assessment Committee and A-Team bragging points: portfolio and dispositions, curriculum mapping, new guidebook, new website and edTPA improvements. She asked for feedback on more bragging points. Liza Wilson brought up the team effort of the committee and Karen Spector mentioned the diversity initiatives.

## **7. edTPA & CIEP Updates**

Diana Winchester reviewed the 2021-2022 selected edTPA faculty contacts. They will be mentors "as needed" for students and for retakes. Diana also discussed the edTPA Retake Procedure. The main change is the student will sign off on scheduling a meeting time with her and their faculty contact to help prevent last minute cancellations by the student. Diana also announced that the new graduate assistant for Student Services, Diana Keto, will be working on CIEP updates and December 17<sup>th</sup> is the deadline for the electronic CIEP document to be submitted to Diana via email.

## **8. CAEP Self-Study Report Update**

Akeisha Young will be contacting each program coordinator to set up a face to face meeting to discuss the CAEP report. She will email each of the program coordinators with documents detailing the standards and what is needed prior to the face-to-face meeting. The report will be submitted in the Spring 2022 semester. Akeisha announced the CAEP site visit which will be February 5-7, 2023.

## **9. Assessment Spotlight**

Lisa Wilson shared two items the spotlight would focus on providing recognition and diversity. Liza thanked Joy Burnham for chairing the Agility Team. She suggested that the Committee members nominate people or programs to spotlight.

## **10. New Business/Announcements**

Lisa Matherson mentioned Diversity Mapping and announced that she will be sending out a Qualtrics survey to faculty to help gather needed information. The survey is to be submitted by October 18. Please work with faculty to get these submitted.

Meeting adjourned at 12:52 p.m.