

Assessment Committee Minutes December 14, 2021

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

1. Approval of the Minutes

Lucy Barnard-Brak made a motion to approve the November minutes, which was seconded by June Preast. The November minutes were approved unanimously.

2. Assessment Committee Mission/Goal(s) Review and Vote

Akeisha Young recapped the Assessment Committee responsibilities and 2021-22 goals and requested feedback to finalize and vote. After receiving feedback from the Committee Margaret Rice motioned to approve the mission, responsibilities, and goals with the proposed changes. This was seconded by Anne Witt. The mission, responsibilities, and goals with proposed changes were approved unanimously.

3. Portfolio Updates

- **Process and Faculty Assessments**

To better communicate with students, emails are sent with due dates notifying them of the requirement. In addition, past due portfolio submissions, with their assessor cc'd on the emails, are sent as well. This will show that they are well aware that they haven't submitted a portfolio and that we have been in communication with them about the process. Akeisha Young added that only students enrolled in classes will show up on assessment lists, and not those who have withdrawn. Liza Wilson added that she shared with department heads the list of withdrawals to determine why students are withdrawing after the start of the semester. James Hardin noted that a similar action is being done at the graduate checkpoint 3.

- **Checkpoint Due Dates**

James Hardin noted the positive outcomes from the assessment notifications being sent to students in Fall 2021. He is compiling a list of incomplete assessments to send to faculty. The Committee discussed the issue with having due dates for students late in the semester and the short timeframe that faculty have to assess and send feedback. Bill Bergeron made a motion for a 4-week time frame for portfolios to be assessed by faculty from the time they were submitted. This was seconded by Joy Burnham. The 4-week time frame was approved unanimously.

4. UA Annual Report Updates

The hard due date for final revisions to the annual reports is January 15, 2022. At that time they will be sent to OIE to review before sending to SACCO. James Hardin noted that even though the reports have already been submitted, edits and corrections can still be made to reports, just make sure to click the save button in the top right corner.

5. Family Engagement

Liza Wilson reviewed the data points from the Student Teacher Assessment and Graduate Exit Assessment that our candidates are not doing so well in. Diana Winchester has set up a UABox folder to create a toolkit to give to candidates. If you have articles, resources, etc. that you think should be included in the toolkit please send to the Assessment Team. Please talk to faculty about sharing the great ideas they are doing in coursework for building onto family engagement.

6. edTPA & CIEP Updates

Diana Winchester reviewed the Fall 2021 edTPA results, noting that we had a 94.4% passing rates on the first attempt with no condition codes and have to resubmit.

The Committee reviewed the draft statement for all COE Intern syllabi and suggested edits. Nicole Swoszowski motioned to approve the syllabi statement with the edits mentioned. This was seconded by Tammy Brown. The Committee unanimously approved the syllabi statement with suggested edits. This will go to Leadership Council on Thursday, December 16th for a vote and if approved will be sent out to the College.

7. CAEP Update

Akeisha Young reviewed the COE CAEP timeline and site visit dates. Fall 2021 was writing and finalizing self-study report. We will be submitting our self-study report in Spring 2022 and the self-study addendum in Summer 2022. We will be preparing for our site visit starting Fall 2022 and our CAEP site visit will be February 2-5, 2023.

8. New Business/Announcements

- In regard to edTPA Emily Sims discussed creating a policy for students who are not submitting within the internship semester or are resubmitting multiple times.
- Diana Winchester reminded the Committee that the deadline for faculty to submit their CIEP report is Friday, December 17th.

Meeting adjourned at 1:11pm.