

Assessment Committee Minutes
April 12, 2022

Present: Lucy Barnard-Brak, Tammy Brown, James Hardin, Stacy Hughey-Surman, Melissa Life, Junfei Lu, Lisa Matherson, Leah McCool, June Preast, Margaret Rice, Emily Sims, Holly Swain, Liza Wilson, Diana Winchester, Libba Woodruff, Steven Yates, Akeisha Young

1. Approval of the Minutes

With a minor edit to the attendee list, James Hardin made a motion to approve the March Assessment Committee minutes. This was seconded by June Preast. The March Assessment Committee minutes were approved unanimously.

2. CAEP Updates

Parts of the CAEP Self-Study Report have been sent to the Office of Institutional Effectiveness (OIE) for review. The Assessment Staff is also working on the CAEP Annual Report. Starting in Fall 2022, we will be preparing for the site visit, which will be February 5-7, 2023. The Assessment Staff will need to be available for your retreats and program/departmental meeting agendas in preparation for the site visit.

3. Early Field Experiences (Pre-CPAST)

The positive feedback received from the Fall 2021 pilot of the CPAST instrument has helped OCE realize that there is a need for an EPP-wide assessment during early field experiences, which is valid and reliable. In response, Tammy Brown presented the Pre-CPAST document, which is valid and reliable. Tammy stated that we already have permission to use the Pre-CPAST. She asked that members share the provided handout with their faculty to see if there is interest in adopting the document then we will vote on it at the May Assessment Committee meeting.

4. CIEP Updates

Diana Winchester informed the Committee that a state department representative will be visiting the College on Friday, April 22nd to do a final review of all CIEP documents before Diana sends them to Montgomery. CIEP writers should plan on attending the meeting in the Nall Gallery between 9am-noon, or 1pm-3pm. Let Diana know if you plan on bringing a USB drive so she can have the proper technology equipment available.

5. Curriculum Mapping

Lisa Matherson will be emailing curriculum mapping documents to programs this afternoon for review and minor changes. They should be reviewed and returned by May 2nd. She will spend the summer making changes for fall syllabi.

6. Portfolio Updates

Students have already begun submitting portfolios in the SLL system. All students and assessors have been assigned. James Hardin asked committee members to be an open line of communication between faculty and students on the process to help alleviate stress. Liza Wilson reminded committee members that assessors have four weeks or by the last day to submit grades, whichever date comes first, to assess the portfolios. Example: if a

student submits two weeks prior to the last day to submit grades then the assessor has two weeks to assess.

7. Continuous Improvement Updates

- Emily Sims is creating a DocuSign for a new Graduate Clearance Process to make sure every area on the checklist is being checked off prior to signing off on students graduating. Reminder that departments should be the last to check for students in your program.
- Remind instructors for the Advanced Clinical Process that the assignment and rubric are due soon.
- Tammy Brown noted that there isn't any direction in the CPAST handbook if a student scores unsatisfactory in their last semester. She asked departments to address how these situations should be handled.
- Be on the lookout for checkpoint deadline requests for Fall 2022, Spring 2023, and Summer 2023. Be mindful that deadlines cannot be coincided with days that UA is closed and that checkpoint 3 deadlines are not to be too close to graduation.
- The data request form has moved to DocuSign and will be sent out to faculty.

Meeting adjourned at 1:17 pm