

Assessment Committee Minutes
May 3, 2022

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

1. Approval of the Minutes

Margaret Rice made a motion to approve the April Assessment Committee minutes. This was seconded by Stacy Hughey-Surman. The April minutes were approved unanimously.

2. CAEP Updates

The Assessment Team is on week five of the CAEP Retreat, where they are writing and finalizing the CAEP Self Study Report. The Assessment Team will contact programs if any items/information is needed to include in the report. A copy of the report will be made available to the committee once the report has been completed. Liza Wilson added that once feedback is received from the submission they will reach out to the committee for assistance on the addendum.

3. Academic Program Review

Two departments with the College of Education are going through the Academic Program Review process, ESPRMC and Kinesiology. These two departments will submit their reports to the Office of Institutional Effectiveness (OIE) on May 15th. Assessment Committee representatives were asked to invite their department heads to the next committee meeting, where representatives from ESPRMC and Kinesiology will present on 1) what they learned through the process and 2) what would be helpful for other departments as they go through the review process within the next year or so. The Provost's Office will decide which departments will be next to go through the review process. However, the Dean's Office has not been informed which departments have been selected to be next for the review process.

4. Portfolio Updates

Submission Due Dates

If you have not submitted your program's portfolio submission dates for the next academic year, please complete the Qualtrics sent by Akeisha as soon as possible. When deciding dates, programs were asked to consider the activities that students are required to put into their portfolio along with any holiday breaks before selecting submission due dates.

Changing Due Dates

Programs were asked to ensure that faculty members who assess portfolios are aware of the submission due dates. Students who have not submitted their portfolio and are over a week past their due date will receive an email from the Dean's Office. Programs were asked to let Akeisha Young know if any extensions on portfolio due dates are given. Programs were reminded that the due date cannot extend past the end of the semester.

Late Candidate Submission and Faculty Assessment

There's an issue with students not submitting on time. The committee discussed what are the expectations for faculty in these instances and how should we deal with the faculty assessments when there is less than the full four weeks to assess.

Checkpoint 3 Clearance Reminder

Programs were reminded that initial and advanced students should not be cleared for graduation until their portfolio has been submitted and assessed. A list of students who are unassessed and students who have not submitted will be sent out for the Spring 2022 semester by tomorrow.

5. Pre-CPAST & CCAST

- *Update on feedback from other meeting discussions on Pre-CPAST and CCAST*
Tammy Brown received input from the CEAC meeting and through their feedback realized there needs to be some type of assessment built into the field experience to monitor progress prior to internship. Through discussion with colleagues across the nation it was recommended to use the Pre-CPAST. Tammy Brown reviewed sample forms with the committee and noted that it is already valid and reliable.
- *Pre-CPAST Discussion*
The Pre-CPAST forms will need to be used EPP wide. Programs will determine how the form is implemented and what course it goes in will be decided at a program level. The committee voted on adopting the Pre-CPAST forms college wide. Karen Spector asked as this is a general assessment of teaching practices, is it possible to situate it in a generalist course instead of ELA Methods, for example. Stacy Hughey Surman said that she thinks it will fit well in BER 450 and 550, and if that's what secondary wants, then consider it done. Karen Spector also asked will the UA supervisor do the consensus meeting with the practicum student and is it possible to bring evidence to the meeting in the form of specific assessments, such as MCOPP2. Both questions were answered affirmatively. Bill Bergeron made a motion to approve, which was seconded by Libba Woodruff. The use of Pre-CPAST college-wide was approved with 18 approving and one abstention. Akeisha Young asked committee members to discuss with their programs which course they will put this in or which where it will be assessed and communicate it to Tammy Brown so it can be set up for fall. Tammy noted that she would be glad to come talk to departments.
- *CCAST*
The committee discussed the feedback received from different programs on if an intern receives a zero on CCAST, what will be the EPP's response. It was noted that once a zero has been received, it cannot be changed. This will be discussed more at the June Assessment Committee meeting. The Pre-CPAST start implementation this fall.

6. New Business/Announcements

- Lisa Matherson sent curriculum mapping for review and changes and asked for a response as soon as possible but no later than noon on Thursday.

- Akeisha Young asked programs to turn in their portfolio submission due dates, which are now past due. A list of those who have not completed this will be shared with department heads at the next Leadership Council.

Meeting adjourned at 1:13pm.