

**Assessment Committee Meeting  
January 18, 2022**

Present: Lucy Barnard-Brak, Bill Bergeron, James Hardin, Stacy Hughey-Surman, Junfei Lu, Lisa Matherson, Leah McCool, Mirai Nagasawa, Emily Sims, Holly Swain, Nicole Swoszowski, Liza Wilson, Diana Winchester, Anne Witt, Libba Woodruff, Akeisha Young

**1. Approval of the Minutes**

Liza recommended a language change to the first bulletpoint under #8. Bill Bergeron made a motion to approve the December minutes with the noted changes. This was seconded by Nicole Swoszowski. The December minutes with noted changes were approved unanimously.

**2. CAEP Update**

- **Standard 1 (Technology and Diversity)**  
Akeisha Young revisited the CAEP timeline. The main focus of today's meeting is Standard 1. CAEP recently changed the self study standards technology and the emphasis placed on DEI. For now we are focusing on the ISTE technology standards and will revisit DEI at a later time. Akeisha noted that the ISTE mapping for most programs has been completed. She shared the new format of the CAEP workbook and reviewed what CAEP is expecting. She reviewed the overview mapping of 5b, 4d, and 3d of the ISTE standards, which will be sent via email as well. Programs were asked to provide 2-3 activities and a short narrative showing that students are meeting these standards by February 11th.

**3. Portfolio Updates**

- **Fall 2021 Updates**  
Akeisha gave a quick portfolio update on Fall 2021, noting that 100% of fall interns checkpoint 2 portfolios were submitted.
- **Portfolio Process Changes**
  - **Graduate School Clearance**  
One major change that is being worked on is a plan for Graduate School clearance for advanced certification programs. This means, for example, if checkpoint 3 portfolios have not been submitted they will not be cleared to graduate. Once cleared to graduate, notification will be sent to the program/department representative who clears students for graduation.
  - **Faculty Assessment Deadline**  
Dates for faculty to complete assessments in SLL have been set and sent out via email.
  - **Student Submission Due Dates**  
The student submission due dates are being finalized. The due dates cannot be the last day of finals, commencement, or during dead week/study week. Once finalized the student due dates will be emailed.

#### **4. UA Annual Report Update**

The 15th of January was the deadline for annual reports. The reports are being assessed by OIE.

- **Certificate Programs**

OIE has requested that the COE's certificate programs start identifying their report authors and documenting their assessment of their SLOs.

#### **5. Family Engagement**

Family engagement is one of the items that our students do not feel well prepared for at the end of internship. In an effort to help them prepare, the COE is in the process of creating a digital toolbox. Diana shared the working version of the website that will be shared with students. On January 3rd, Liza Wilson emailed the family engagement resource template to the Committee. Please remember to complete and submit to the family engagement UA Box (link in email) or email the form to Diana as soon as possible.

Meeting adjourned at 12:48pm