

Assessment Committee Minutes
November 8, 2022

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

1. Approval of the Minutes

Bill Bergeron made a motion to approve the October Assessment Committee minutes with the suggested edit to a typo on Section 5. This was seconded by Lisa Matherson. The October minutes were approved unanimously.

2. CAEP Update

- We have received the formative feedback from CAEP since our last meeting. Overall the feedback was mostly positive with a needed focus on programmatic changes. Akeisha has emailed programs asking for phase-in-plan explanations and information on how we use our data. Responses are due to her by November 18th.
- Liza Wilson discussed the role of an assessment committee member to support the CAEP visit. Credible candidates across all programs are needed to be interviewed during the visit. We will also need candidates and completers from both initial and advanced levels to be interviewed. More preparation for the visit will be discussed at the December 13th meeting. A holiday meal will be provided.

3. Continuous Improvement Updates

- *Annual Reports*
Programs were asked a couple of weeks ago to submit their annual reports. The Assessment Staff have asked the Office of Institutional Effectiveness (OIE) and have been approved to move the final due date until after the CAEP visit. The exact date will be announced at a later date but will be sometime in March. The annual reports will be sent to SACSCOC so the extra time is necessary to provide feedback.
- *Case Study*
It is time to work on the second phase of the case study data. For the initial certification, one person from each field will be interviewed six times, observed twice, and end with an exit interview. For the advanced certification, one person from each field will provide one 30-minute Zoom interview. Lisa Matherson is asking for names of eligible completers to be recommended for the case study. Akeisha Young added that for advanced programs, we have to show CAEP the effort we are making in trying to get in touch with completers and alumni.
- *Recent Praxis changes & Graduation Clearance Process*
Emily Sims discussed some recent Praxis requirement changes. She also explained the Graduation Clearance Process. Each program is allowed more than one designee. Each designee will receive the list of all students who have applied for graduation from the Graduate School. The Departmental Designee will be responsible for initiating the Graduate Clearance Process DocuSign form. Dr. Sims will need each designee's name, email, and program title. The deadline for the completed form is due to the Graduate School by December 15th.

4. College of Education Graduate Exit Survey

The Graduate Exit Survey will be sent out in a couple of weeks. After receiving feedback from programs and individuals, changes will be added then the revised version will be sent out to the Committee via email. The Committee will have 5 days to respond before it is sent to the students who are graduating this semester. The Teacher Exit Survey, which is for initial certification candidates who are graduating, will also be sent out in the next two weeks.

5. Portfolio Updates

- *Summer Checkpoint 2 candidate submissions*
Revisited the summer checkpoint 2 portfolios from the last meeting and discussed the options for candidate submissions. The Committee members will talk to their programs and reconvene at the December meeting to finalize and vote on.
- *Upcoming portfolio assessments*
Please remind, encourage, and support faculty to look at the portfolio assessment information that has been emailed out. James Hardin noted that students are looking for that feedback.

6. New Business/Announcements

The next Assessment Committee meeting will be on December 13th with a provided meal. We will discuss the upcoming CAEP visit. If you cannot attend please send a representative in your place to relay information.

Meeting adjourned at 12:57pm.