Assessment Committee Minutes
March 21, 2023

Present: Lucy Barnard-Brak, Joy Burnham, James Hardin, Stacy Hughey-Surman, Junfei Lu, Lisa Matherson, Leah McCool, Mirai Nagasawa, June Preast, Margaret Rice, Emily Sims, Holly Swain, Nicole Swoszowski, Liza Wilson, Tracy Windle, Anne Witt, Libba Woodruff, Steven Yates, Akeisha Young

Liza Wilson thanked the Assessment Committee for their efforts during the CAEP accreditation process. She introduced Tracy Windle as the new Director of Clinical Experiences and the newest member of the Assessment Committee.

1. **Approval of the Minutes**
   Lucy Barnard-Brak made a motion to approve the January Assessment Committee minutes. This was seconded by Libba Woodruff. The January minutes were approved unanimously.

2. **Continuous Improvement Updates**
   a. **Annual Report Data Requests**
   The deadline to submit data requests is April 30th. Akeisha Young showed how to find the link on the Education website (education.ua.edu → Faculty & Staff tab → College of Education Data Request Form). She will also send a link to the form via email. James Hardin added to only request the data needed as opposed to selecting every option. Please contact Akeisha or James with questions.

   b. **COE Dispositions Logo**
   A request for a new logo design was made for the COE Dispositions. The logo options include 4 new logos as well as the current logo. Lisa Matherson distributed ballots for members to vote on their favorite by the end of the meeting. The reason for the quick vote was due to the Registrar's Office needing the logo as soon as possible for the new syllabus system (Simple Syllabus).

3. **Future Directions for Annual Reports**
   James Hardin noted that there are four items to consider before the next annual reporting cycle. 1) Migration from the LiveText AIS platform to the Watermark Planning & Self-Study platform; 2)SLOs-College of Education or program specific; 3) Data analysis and interpretation only at checkpoint 3; and 4) Realignment of reports by degree program or by certification/concentration on program. James noted that AIS is no longer being enhanced. The Planning & Self-Study is the newest tool for program planning and receives frequent product enhancements and includes possible connections to SLL. The committee discussed the different options for reporting.

4. **Portfolio Updates**
   a. **Candidate Submission of Due Dates for 23-24 Academic Year**
   April 30th is the deadline for the 2023-24 academic year submission due dates. Akeisha will send the link via email.

   b. **Portfolio Process - Late Submissions/Resubmissions**
   There have been issues with candidate late submissions and resubmissions regarding when faculty should have these assessments completed. Steven Yates proposed giving four weeks to assess late submissions and two weeks to assess resubmissions, with the exception that checkpoint three must be assessed by the end of the semester. June Preast

made a motion to approve, which was seconded by Nicole Swoszowski. The late submission & resubmission regarding faculty assessment timelines were approved unanimously.

    c. **Portfolio Process - Identification for Checkpoints 2 & 3**
There have been issues with identification for checkpoints 2 & 3 for advanced certification programs. Please let Akeisha know in writing your program's process for how your program would like to proceed with identifying candidates for checkpoints 2 and 3. Akeisha restated that for checkpoint 2 the 12-18 hour report has been used for most programs to identify checkpoint 2 and the gradation applicant list is being used for the identification of candidates for checkpoint 3.

5. New Business/Announcements
Akeisha Young will send an email of items needed by the next Assessment Committee meeting, April 11th.

Meeting adjourned at 1:08pm.