

**Assessment Committee Minutes**  
**April 11, 2023**

Present: Lucy Barnard-Brak, Joy Burnham, James Hardin, Stacy Hughey-Surman, Junfei Lu, Lisa Matherson, Leah McCool, Mirai Nagasawa, June Preast, Margaret Rice, Karen Spector, Nicole Swoszowski, Diana Winchester, Tracy Windle, Anne Witt, Libba Woodruff, Steven Yates, Akeisha Young

**1. Approval of the Minutes**

Steven Yates attended the March meeting and asked for his name to be added to the list of attendees. Margaret Rice made a motion to approve the March minutes with the change proposed. This was seconded by Libba Woodruff. The minutes were approved unanimously.

**2. CAEP Updates**

- **CAEP Annual Report**

The CAEP Annual Report will be submitted by April 30th.

- **Next Steps from the CAEP Site Visit**

The College submitted a few corrections to the Site Visit report. The CAEP Board will review the recommendations made by the Site team in October and make a final decision on our status.

**3. Continuous Improvement Updates**

- **Data Request Form Updates**

Reminder, the data requests for the next reporting year are due April 30<sup>th</sup>. If you have not submitted yet and have questions, reach out to James Hardin or Akeisha Young.

- **23-24 Candidate Submission Due Dates**

Some programs have submitted their dates early. Members were reminded that the due date is April 30<sup>th</sup>. Members were asked to make sure all faculty are aware of the selected dates so that all due dates for any artifacts from a course that candidates will have to put in their portfolio are prior to the submission due date for the portfolio.

- **COE Annual Report Decision Survey**

Members were reminded that the Annual Report Decision Survey was due yesterday, April 10<sup>th</sup>, and many are still missing. Responses from missing programs were asked to submit as soon as possible. Akeisha Young will send an email to missing programs and their department heads.

- **Portfolio Templates**

James Hardin is meeting with program coordinators to customize the new portfolio template for each program. Candidates will be able to use this portfolio template option to start the portfolio process and build directly from the template which will eliminate some of the technical issues candidates encounter when building their own portfolio from scratch. It will also lessen the likelihood of a candidate forgetting a component of the portfolio.

**4. Portfolio Updates**

- The new notification system for portfolios has received positive feedback and the Assessment Committee will continue to send those notifications.

**5. New Business/Announcements**

- The Graduate Clearance form is still in effect for MA/Ed.S. students and ALT MA students.
- The last Assessment Committee meeting for the academic year is May 9<sup>th</sup>. A meal will be provided beginning at 11:30am. Please send a representative if you are unable to attend.
- There will not be any summer Assessment Committee meetings.

Meeting adjourned at 12:41pm.