

Assessment Committee Minutes
May 9, 2023

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

1. Our Appreciation

Dr. Wilson thanked Dr. Anne Witt for her 13 years of service on the Assessment Committee and wished her the best of luck in her upcoming retirement.

2. Approval of the Minutes

Bill Bergeron made a motion to approve the April Assessment Committee minutes. This was seconded by Lucy Barnard-Brak. The April minutes were approved unanimously.

3. Continuous Improvement Audit Updates

- The Graduate Educator Orientation Session was on Thursday, May 4th for the new graduate students/candidates for summer. Their checkpoint 1 will be due May 30th. Their new portfolio template has been launched and candidates have given positive feedback on the ease of use.
- An audit of outstanding data was run and that report will be sent to department heads.
- Reminder, data requests for the next academic year were due by April 30th but still missing some due dates from programs/departments. Per the Provost, portfolios cannot have a due date after December 1st for fall, April 19th for spring, or July 31st for summer.
- Annual report survey is required for all programs. Akeisha will reach out to programs that have not filled theirs out yet.

4. Teacher Candidate Record (Office of Clinical Experiences)

Tracy Windle provided the committee with a rough draft of the new Teacher Candidate Observation Form to replace the existing Teacher Candidate Form in SLL. She asked for suggestions for edits. Nicole Swoszowski made a motion to replace the current Teacher Candidate Form with the new Teacher Candidate Observation Form, which was seconded by June Preast. The form change was approved unanimously. The form will be added to SLL this summer and ready to use this fall.

5. Portfolio Updates

All checkpoints other than checkpoint 3 are due today, May 9th. Some checkpoint 3 portfolios still have not been assessed. If a checkpoint 3 is not assessed and a graduate clearance form is submitted it will not go through. Reminder emails will be sent out.

6. COE Surveys

College of Education end of semester surveys have been sent out. We are asking departments and program to encourage students to participate in the surveys.

7. New Business/Announcements

There will be no summer Assessment Committee meetings. The next meeting will be on Tuesday, September 12th.

Meeting adjourned at 12:30pm.