**CEAP Assessment Committee Meeting**

**April 9th, 2013**

Members Present: Renee Corbin, Sarah Meltzer, Lee Nickles, Terry Rose, Frederick Buskey, Kim Ruebel, Mary Ella Engel

Members Absent: Adam Holt, Teresa Cook, Savannah Pegram, David Scales, and Erica Pollock

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**The CEAP Assessment Committee was convened by Renee Corbin at 3:50 PM on April 9th, 2013.**

A motion was made and seconded to approve the meeting minutes for February and March. The committee approved the minutes.

**Assessment of Committee Operations and Effectiveness Survey**

Renee gave an update on the current status of the survey. The survey finished last Friday on April 5th and she is currently compiling the information to send to committee chairs.

**Program Evaluation Results**

Renee presented the Program evaluation results for Fall 2012. The data has remained much the same over the last three semesters. Renee will be administering the Spring version beginning April 10th.

**Graduate Student TaskStream Comment**

Renee displayed comments from a graduate student from the Graduate Student Satisfaction Survey. The committee discussed the comments and the problems associated with the history of TaskStream and the changes in the graduate programs. Kim suggested that the discussion should be at the program level with the faculty who teach graduate courses. Renee mentioned that the two ad hoc committees that the dean will set up in the Fall could address the communication issues related to TaskStream. Mary Ella mentioned that many faculty may still be struggling with learning what TaskStream can do or how to use TaskStream. Renee asked the committee if the committee agreed to send the recommendation to the Leadership Council to add TaskStream as part of the discussion on the ad hoc Communication Committee.

**Graduate Dispositions**

To continue our discussion from last month, Kim discussed the dispositional process and the newly developed self-assessment form that students complete in TaskStream. Lee displayed the form in TaskStream for Elementary and Middle Grades portfolios. Lee indicated that the form is ready to use for any program when they indicate what course should be added to the initial licensure portfolio to add the form.

There being no further business the meeting was adjourned at 5:00 P.M.

Kim met with program coordinators to discuss graduate dispositions. Program coordinators felt that at the master’s level, most candidates would already have those dispositions and MSA candidate versus EdD candidate, and MAED candidates would vary depending on the discipline national standards. There is no formal plan across all graduate programs, but Kim did emphasize the need to nudge programs to finish planning their dispositions processes.

Kim suggested that we take the undergraduate instrument that is already created and have programs align their standards and tying to the instrument. Frederick suggested that we keep the same rubrics and headers, but add a graduate section based on program standards. Lee stated that he would find out how TaskStream reports this information based on assigning standards to the form.

The committee discussed next steps. The undergraduate form would need to be sent to program coordinators to review, then link their program standards to new questions on the form or programs could use the form as is. Renee asked about a timeline and Kim suggested that we send an email this spring to coordinators stating that programs should address this in the fall and at least this will be on their radar. Kim suggested that we use the Arts and Sciences Council as a venue to communicate with graduate program coordinators.

**Climate Survey**

Renee reported that the Workspace Committee is using the Climate Survey comments as part of their review and the Strategic Planning Committee also used the comments for formulating the vision of the college. She reported the quantitative results of the Climate Survey. Faculty mentoring, grant support, professional development, and research support by the college administration and department administration were rated lower than other items. Lee suggested that we address the items that most people rated lower because he sees those as major issues. Kim reported that Dale has worked hard to give everyone a voice this year. Lee recommended that the Leadership Council address those major issues that were rated below a mean of 3. The committee discussed the comments and their meaning. Lee withdrew his recommendation and made a new recommendation that we view the college as having significant challenges with unity and shared vision in addition to resources relating to research support and that the Leadership Council address these issues. The committee approved the recommendation.

The meeting was adjourned at 5:00 PM.