**CEAP Assessment Committee Meeting**

Meeting Minutes

***4/10/2012* KL 204D**

Members Present: Renee Corbin, Lee Nickles, Sarah Meltzer, Frederick Buskey, Ellen Sigler,Terry Rose

*Members Absent:*  *Christopher Holden, Eleanor MaCauley, Josh Martin, Jeff Payne, Dan Grube*

# The CEAP Assessment Committee was convened by Renee Corbin at 3:35pm on April 10, 2012.

Renee called for a motion to approve the minutes for March 20, 2012. A motion was made and seconded. The meeting minutes were approved.

# Feedback

***Program Coordinator and Cooperating Teacher Technology Surveys***

Renee reported that the Program Coordinator Technology Survey has received 18 responses from the pool of 25 coordinators and is on-going. Our Cooperating Teacher Technology Survey has received a 50% response rate. Responses will be summarized and shared with the Assessment Committee in future meetings.

***Assessment of Committee Operations Survey***

The Assessment of Committee Operational Effectiveness surveys are complete and the results will be compiled for review in future meetings. For the Assessment Committee effectiveness review, only one comment concerning meeting times was brought forward by a committee member. Renee reported that the comment concerned sporadic meetings during the year instead of monthly meetings. She asked the committee for feedback and preferences concerning meeting times. After discussion, the committee felt that the chair should ask each semester for member schedules, then select a common day and time for each month for the entire semester. If there is no need for a meeting, then the chair will cancel the meeting. By having the meetings set up at the beginning of the semester, members will schedule around the meetings if possible. Ellen suggested that next year the email announcing the numerous surveys be worded differently because there was some confusion about which committee the recipient needed to complete the survey for. Ellen suggested that we shorten the explanation and give a deadline for the survey. Sarah suggested that we start the email with “As a member of the X Committee…”. Terry recommended that we indicate that the survey the recipient is receiving is one of a number of committees being surveyed and leave committee names out of the email to prevent confusion.

***Graduate Core Portfolio Assessment System Changes***

Lee discussed the changes to the Graduate Core Portfolio in TaskStream based on the changes in the curriculum. New items include an application for field experiences, the PEVA dispositions evaluation form, the common core assignment for PSY 621, and the M5 personality questionnaire. The committee discussed the use of the PEVA disposition form and the purpose of the M5 personality questionnaire. The committee discussed the pros and cons of having the PEVA form in TaskStream, Qualtrics survey software, or in the new college software, Grades 1st. Renee asked if the Letters of Reference for admittance into the Graduate School could be added to Grades 1st showing graduate dispositions and Lee indicated that any document can be added.

Sarah indicated that graduate students are not receiving communication about TaskStream and the portfolios. Lee will be updating the TaskStream graduate information on the website this summer. Lee also showed a draft of the discipline specific graduate portfolios and the electronic evidences. The technology form is similar to the undergraduate individual growth plan and would show a met/not met evaluation for three areas. Lee discussed Atomic Learning modules that the college has purchased where candidates can upload the completed certificates as a PDF into TaskStream. The committee discussed how the process would be implemented and who might be responsible for monitoring the data. Lee suggested that we use a non-credit course in the graduate school to show that the technology requirements have been met for each graduate student.

Sarah recommended that we needed more discussion about the implementation of the technology requirements before voting to approve the assessment system change. The committee agreed to wait until after discussion from the PEC to vote on the assessment changes; however, the committee did endorse the technology concept.

Lee displayed an exhibit room in TaskStream for the committee to see that DPI will be able to view the electronic evidences for WCU candidates.

Frederick expressed concern for the MSA students who do not need TaskStream but have to purchase the software for the PSY 621 class. MSA candidates have a separate section in the summer. The committee discussed the logistics of collecting the common core assignment for MSA candidates outside of TaskStream. Lee suggested that we change the assessment system policy to include only teacher education licensure programs at the undergraduate and graduate level.

The committee discussed TaskStream and the requirements for teacher education admission. Transfers have waivers if they completed EDU 216. Ellen suggested that we add communication about the Admission requirements in teacher education in our documentation. Ellen suggested that we ask for clarity from the Leadership Council about TaskStream and requirements before making a recommendation from the Assessment Committee. Renee will add the TaskStream issue to a future Leadership Council meeting for recommendations.

The host teacher evaluation will be tabled until the next meeting.

**Information/Discussion**

Without further discussion, **Renee adjourned the meeting at 4:45 P.M.**