**CEAP Assessment Committee Meeting**

**November 12, 2012**

Members Present: Terry Rose, Renee Corbin, Frederick Buskey, Mary Ella Engel, Sarah Meltzer, and Kim Ruebel (joined at 4:24pm)

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

Guest: Lydia Cook (joined the meeting at 4:24pm)

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**The CEAP Assessment Committee was convened by Renee Corbin at 3:50 PM on Friday, November 12, 2012.**

The committee approved the previous meeting minutes for October.

**CEAP Assessment Day**

Renee reminded the committee that Assessment Day will be January 25th. She has uploaded the program assessment data on the h-drive for programs to review. Some new assessment data from PRAXIS just came in and that will be uploaded to the h-drive soon. The college would like the secondary educator faculty outside our college to join the event for lunch and then there will be a discussion session from 1-2. For all of the secondary program coordinators, it would be helpful for faculty to review the information on the h-drive prior to Assessment Day.

**Principal Survey**

In previous years, DPI would send out a survey to our beginning teacher principals and our graduates, but due to budget cuts, the survey has been discontinued. Last year, Renee sent out a survey to the principals for those beginning teachers completing an initial and advanced license. This year, the survey was sent out again using Qualtrics online survey software. Unfortunately the software had an error in the new upgraded software and was shut down. The results will be available at the next meeting.

**Student Satisfactory Surveys**

Renee explained that CEAP is required to survey currently enrolled students to determine satisfaction of services and operations for NCATE accreditation and is useful for SACS accreditation. Renee is working with the University Advising Committee to develop questions for a survey for all university students where the data will be available by college. These questions will be reviewed by the faculty senate (Laura Cruz). Undergraduate and graduate satisfaction surveys will be sent out by email using Qualtrics later this week. Mary Engel asked that the survey title be very specific about what the survey is about so the student does not get it confused with other surveys they already have completed. The different types of students (on-campus, online, hybrid) will receive different set of questions. Renee worked with the graduate coordinators to be sure to ask relevant questions for the graduate students.

**Dispositions**

Renee displayed the PEVA form and the data from the PEVA results over the past seven years. The PEVA is a self-assessment and not connected to any course. At the end of the graduate program, the faculty supervisor evaluates the student’s dispositions using the PEVA. Only 13% of graduate students completed the survey during the last 7 years. The committee discussed whether or not to discontinue the PEVA form. The committee approved discontinuing the use of the PEVA assessment effective fall semester 2012.

The PEVA will be replaced by the dispositional policy. The graduate level assessment could be required after a certain number of hours are complete. Terri asked if the registrar’s office could notify the graduate students once they’ve completed 18 credit hours that they need to complete the assessment. Frederick discussed there can be a non-course requirement into banner that there can be a required where the students have to earn a “Pass” before the students can continue. Mary Engel said their department is doing a similar requirement in the capstone where the degree audit is requiring students to complete an assignment before they can graduate. The problem with the admission disposition/recommendation piece is that someone would have to evaluate the documents. Frederick asked if we are “looking for growth over a spanned of time or did the student meet certain competency?” Other questions that were brought up include how should professors evaluate online student when they never see them?

Kim noted that as an assessment committee we can make recommendations for the programs to use for assessing dispositions but it’s up to the program to find appropriate dispositional assessments.

**TaskStream**

Renee has complied all of the annual program and student portfolio information that shows evidence of teacher candidate performance as well as student evaluation of host teachers for NCATE and SACS review. The information can be shown through organization based on race, sex, on- or off-campus, and gender. Renee will send the information to anyone that would like to take a closer look at the information.

**Climate Survey**

The Dean is interested in how things are working in the college after the reorganization has taken place. The Dean has recommended that the Assessment Office prepare a climate / satisfaction survey for faculty and staff. There is a national Coache survey that WCU administers to faculty; it is a great resource to use to gain this type of information, however, this year the data was not available by colleges. Kim proposed that the Assessment Committee develop draft questions and have a discussion at the next meeting.

Frederick pointed out that everyone has a different opinion on how they feel about their self in the program, in the department, in the college, and how their department is within the college; making it difficult to have only one questionnaire since there are different perspectives to take into consideration.

The committee discussed the best way to let the entire college know that these surveys will be sent out (i.e. email, department meeting, etc.) and the importance of completing the survey. There was a recommendation that not all of the surveys be sent out at the same time; possibly sending out the surveys throughout the spring semester. The first email survey should include “Program Improvements” while other surveys might focus on “Department Improvements” and finally “College Improvements”.

The meeting was adjourned at 5:00. The next meeting date will be December 3rd at 3:45 PM in Killian 202.