**CEAP Assessment Committee Meeting**

Monday, March 23, 2015

***Attending: Sarah Meltzer, Patricia Bricker, Renee Corbin, Lee Nickles, Kim Winter, and Rachel Wike***

***Missing: David Scales, Kelsey Kunkle, Bridget Ryan, Axelle Faughn, Marie-Line Germain and Lydia Cook***

Renee called the meeting to order at 4:05 PM.

Discussion and approval of November and December meeting minutes was tabled for a future meeting.

***IGP Update***

Renee updated the committee on the Individual Growth Plan (IGP*)* and she mentioned that it was tabled at the last PEC meeting but she will bring the committee’s recommendations forward to the Professional Education Council hopefully at the next council meeting in April.

***NCATE Update***

Renee reported that the NCATE Institutional Report was submitted January 29th. She indicated that we had approximately 700 artifacts but we posted between 500-600 on the CAEP AIMS website. The PDF of the document is located on the ceapassessment.wcu.edu website under the CEAP Reports tab. The file contains the exhibits under the paperclip tab.

***Climate Survey Update***

Renee reported that the annual Climate Survey was underway and reminded committee members to complete the survey if they have not already done so. A new section on technology was added as well as a section on future program needs as suggested by the dean.

***Assessment of Committee Operations Update***

The annual Assessment of Committee Operations Survey is ready and will be implemented as soon as the Climate Survey concludes. This year, the membership of the Curriculum Committee, Diversity Committee, Collegial Review Committee, Nominations and Elections, School Relations Committee, Faculty Advising to the Dean Committee, Student Advisory Committee to the Dean, and the Student Recognition Committee will be surveyed.

***Assessment Day Evaluation***

Renee presented the Assessment Day Evaluation results for Assessment Day 2015. She asked for recommendations for a change in the Day’s format from the committee based on the results and comments. Several suggestions included having the dean address the college at the end of the day to conclude the activities instead of at the beginning. This might make the conclusion of the day more meaningful since discussions from faculty have been hard to come by at the end of the day and several comments from participants indicated that the last session had no purpose. Another committee member suggested that programs share one thing that they are doing that is very effective which could be done at the beginning or the end of the day. Sarah reminded the committee that secondary programs don’t always have the time to talk with college faculty and the entire day works well for them in the current format. One member suggested that we take any areas for improvement from our NCATE accreditation and use part of the Day to brainstorm how we would address those. Another suggested that we use part of the time to discuss college-wide recruitment or diversity during the day. Renee will take the suggestions forward to the Leadership Council.

***NCATE Roll-out of Artifacts***

Renee mentioned that Kim had already provided two sessions for the college to showcase some of the NCATE exhibits that might be of interest to the college. She shared some of the exhibits with the committee to keep them informed and encouraged them to view the NCATE Institutional Report and exhibits on the ceapassessment.wcu.edu webpage.

There being no further discussion the meeting concluded at 5:02 PM.