

**Assessment Committee Meeting Agenda
Friday, September 14, 2018
11:00am-12:15pm
Location: Kilpatrick 221**

11:00 – 11:05 -Welcome, Sign In

- Thanks to Steve, Nicole, and Lyndall for submitting SPA Response to Conditions reports due September 15th
- Assessment Plans due for each program- October 15th

11:05 – 11:45 Dr. Cara Smith, SMART Reports and Taskstream by Watermark

11:45-12:00 – Assessment Committee ByLaws and Operating Procedures (Roles)

12:00- 12:15 – Prioritizing our work for this year

Reminders

- Let David Ladd know of any changes in student enrollment in both the initial and advanced programs (IT and Media -switching non-certified to certified)
- All initial teacher education enrolled students must have secured Pre-Service certification
- SMART Reports are due October 15, 2018
- GaPSC Certification and Program Officials Conference, Wednesday, October 24, 2018 at Middle Georgia State University, 8:30am-3:30pm

Assessment Goals for AY 2018-2019

Standard 1

- Consistently collect and analyze data from EPP Assessments and document changes
- Consistently collect program data – all faculty are responsible (Part-time, Limited Term, Tenured) – SMART, PSC, SPA
- Initial Teaching Programs
 - Review effectiveness of Initial Teacher Candidate Field Experience Performance Assessment (data available, add student completion, continuous improvement)
 - Review effectiveness of Initial Teacher Candidate Professionalism Rubric (add student completion of rubric in LT; response to dispositional issues, needs improvement)
 - Obtain Content Validity and Inter-rater Reliability on both
 - Ensure alignment of current program data points with InTASC Domains – 6 program assessments
- Service and Leadership Programs
 - Choose 3 of the 6 competencies to be measured in each program.
 - Implement Completer Perception Survey for all Service Programs
 - Create and Implement Completer Perception Survey for Leadership Programs

Other areas:

- Technology Cross Cutting Theme – Initial and Service/Leadership
- Diversity Cross Cutting Theme – Initial and Service/Leadership
- Develop CAEP Team
- Meet regularly as an Assessment Committee- meetings set for Academic Year 18/19
- Communicate regularly at COE Meetings

JHL College of Education Assessment Committee
Minutes
9/14/18

SMART Report– Dr. Cara Smith

Completing the SMART Report for FY18

- You must work for one year on changes before you can close the loop
- All program faculty need to know next steps so that they can implement the changes to close the loop the following year
- Close The Loop = analyzing last years (FY17) Action items and then reporting out
- FY17 = 16-17 = Summer 16, Fall 16, Spring 17 or Fall 16, Spring 17, Summer 17 (whichever is more appropriate)
- Y1 Y2 Y3 Y4 - More exceeds each year need to change your assessment in SMART
- Account for 100% of students in your evaluation criteria – ALL Students receive 80% or above
- Summary of Findings = Must include Results and Findings
- No partially met – must be met, not met, exceeded
- If appropriate include budget as requested based on the Action item

Cara will send the SMART PowerPoint to Holley who will send to all Coordinators.

Assessment Committee Bylaws and Operating Procedures – Please review before the next meeting. Provide feedback on any changes needed.

Prioritizing our work for the year – tabled until next meeting.

The next meeting of the COE Assessment Committee is on Friday, October 12, 2018 from 11:00-12:15 in Kilpatrick 221.

COE Assessment Committee Sign In Sheet
September 14, 2018

Name	Program	Signature
Carol Christy	Reading/Literacy	— Regrets —
Olha Osobov	Early Childhood	Olha Osobov
Nancy Mizelle	Middle Grades	Nancy B. Mizelle
Betta Vice	Secondary MAT	Betta Vice
Steve Wills	Special Education	Steve Wills
Diane Gregg	IT/Media Specialist	Diane Gregg
Cheryl Reynolds	Tier I Educational Leadership	— Regrets —
JW Good	Tier II Educational Leadership	JW via WebEx
Marcie Peck	Teacher Leadership/C&I	— Regrets —
Kevin Hunt	PE MAT	Kevin Hunt
Tina Holmes-Davis	Music	Tina Holmes-Davis
Desha Williams	Teacher Education	Desha Williams
Holley Roberts	COE Assessment and Accreditation	Holley Roberts
Ruby Griffin	Assessment	Ruby Griffin
Linda Bradley	PLI	Linda H Bradley

2018 GaPSC Certification and Program Officials Conference
Middle Georgia State University, Macon

Wednesday October 24, 2018, 8:30 a.m. – 3:30 p.m.

Check-in: 7:30 – 8:30 a.m.

Time	A – Certification	B – Preparation	C – Ethics & Assessment	D Data	E –Ed Leadership & Approval	F – Miscellaneous
8:30 – 9:10						
Transition	Opening Session: Welcome and Keynote address by Mr. Kelly Henson, GaPSC Executive Secretary					
9:20 – 10:10	A1: Certification Orientation	B1: Orientation for New EPP Administrators	C1: Ethics Updates and Ensuring edTPA Originality	D1: Data Labs	E1: Quality Measures™ Informational Session	F1: Orientation and Updates for Out of State Educator Preparation Providers
Transition						
10:20 – 11:10	A2: What's New in Certification	B2: Validity and Reliability of Assessments: The Story of Two Educator Preparation Programs	C2: Placing an Intentional Focus on Ethics to Guide Professional Decision Making	D2: Data Labs	E2: Considering Evidence for Service and Leader Fields	F2: Innovative Connections to the Field of Education
Transition						
11:15 – 12:30	Lunch: Exploring the State of Education in Georgia through the Lens of our Golden Circle, Julie Beck and Penney McRoy					
Transition						
12:40 – 1:30	A3: Roundtable Certification Discussions	B3: Addressing Georgia Standard 4: Provider and Program Impact	C3: Using Equity Constructs in edTPA to Inform EPP Programs and Bridge Pre-service Preparation to In-service Practice	D3: PPEMS: A Deep Dive	E3: Using Equity Data to Impact Regional, District and School Improvement	F3: Innovative Pipeline Development Projects
Transition						
1:40 – 2:30	A4: Georgia's Troops to Teachers Program	B4: Bridging preparation to induction: Constructing the bridge through edTPA, Teacher and Leader Keys Effective Systems (TKES, LKES)	C4: Upcoming Revisions to GACE Program Admission Assessment (PAA)	D4: Data Labs	E4: GELFA Business Meeting (GELFA members only)	F4: edTPA 101 and Technical Assistance
Transition						
2:40 – 3:20	GapSC Panel Q & A					

COE Assessment Committee Proposed Bylaws – updated 9/24/14

Title	Suggested
Charge	<p>The Assessment Committee shall:</p> <ol style="list-style-type: none"> 1) Establish, maintain, and review a unit wide assessment plan 2) Advise and advocate for appropriate unit and program assessments. 3) Recommend assessment policy in collaboration with the Director of Assessment and Accreditation and faculty. 4) Facilitate unit assessment and development.
Membership	<p>The committee shall consist of the program coordinator or designee from each program in the College of Education, and at least one at-large member (who serves a three-year term), the Director of Assessment and Accreditation (permanent) with a chair elected from the membership of the committee. The College of Education Dean, the Associate Dean, the Certification Officer, the Database Manager, and Department Chairpersons are ex-officio members and are invited to all meetings. Ex-Officio members of the committee will be non-voting and serve in an advisory role to the committee.</p>
Operating Procedures	<p>The operating procedures will be decided upon by the committee at the first meeting held at the beginning of each academic year.</p> <p>Some Procedures to consider:</p> <p>Where bylaws are silent regarding majority vote, committees may elect to exercise consensus or other decision-making processes provided these are agreed to annually in the operating procedure.</p> <p>Recognizing that there is a common meeting time available for committee work, and that some faculty serve on more than one committee, the committee should attempt to schedule meetings during common meeting time. However, if all committee members agree AND the dates and times of the meetings are publicized to the constituency and the schedule follows a regular pattern the committee has the right to deviate from this practice.</p>
Responsibilities	<p>Specifically the committee shall:</p> <ol style="list-style-type: none"> 1) Assist the Director of Assessment and Accreditation in developing policies and procedures for meeting assessment requirements for the institution, BOR, GaPSC, and CAEP. 2) Advise the Dean on assessment/accreditation issues and concerns. 3) Oversee the organizing, monitoring, and use of adopted platforms for program and unit reporting. 4) Promote and oversee the best practices of continuous improvement in regard to assessment and accreditation. 5) Advise the unit on assessment data development and analysis for improvement.

SMART Worksheet for data collection

I) Assessment Plan

A. Measure(s)

- How will you measure the students' learning regarding this outcome?

B. Measure type (choose one:)

Direct Measures		Indirect Measures	
	Student Artifact		Survey
	Exam		Focus Group
	Portfolio		Interview
	Other		Other

C. Details/description

- Briefly describe the measure to more clearly articulate how the grade will be derived.

D. Target

- How well do you want ALL students to do on this assignment?

II) Assessment Findings

A. Results and summary of findings

- Please include raw data when at all possible (should be possible in most cases)

B. Analysis

- Discuss your results

C. Target achievement

- choose one: not met, met, exceeded

III) Next Steps

A. Action item title

- Be brief (will provide details next): Given results what could you change/modify/add to enhance student learning, performance, or success? (Adopt a new textbook, create new assignment(s), create additional unit on X, include field trip, more homework assignments on X)

B. Action details

- Describe your proposed action item in a bit more detail, including rationale. (Textbook is outdated (from 2010) and does not cover more contemporary topics and current issues such as [...] so the department will review new texts over the summer and adopt one for fall term.)

C. Implementation plan/timeline

- Review text first week in May (during finals week, order over summer, have ready to implement for fall semester)

D. Key/Responsible Personnel

- Who will help make sure this action item is successfully accomplished?

SMART Report Template

I) Program Mission

II) Goals/Outcomes

- A. Goal 1
 - a. Outcome
 - b. Outcome
 - c. Outcome
- B. Goal 2
 - a. Outcome
 - b. Outcome
 - c. Outcome
- C. Etc...

III) Assessment Plan

- A. Measure(s)
- B. Measure type (e.g. exam, student artifact, survey)
- C. Measure level (course, program, institution)
- D. Details/description
- E. Target
- F. Implementation plan/timeline
- G. Key/Responsible personnel

IV) Assessment Findings

- A. Results and summary of findings
- B. Analysis
- C. Target achievement (not met, met, exceeded)

V) Next Steps

- A. Action item title
- B. Action details
- C. Implementation plan/timeline
- D. Key/Responsible Personnel
- E. Budget rationale
- F. Budget request amount
- G. Priority level

VI) Closing the Loop

- A. Current status (not started, in progress, completed, not implemented)
- B. Explanation
- C. IMPACT ON PROGRAM