



**College of Education Assessment Committee Meeting**

**Friday, October 12, 2018**

**11:00 am-12:15pm, Glass Room**

11:00-11:10 – Welcome

Update on SMART Reports – due October 15th

11:10-11:30 – Assessment Committee ByLaws, Operating Procedures (Roles), Goals

11:30-12:15– Prioritizing our work for this year

- Sub- Committees or Work groups
  - Completer Perception Survey (Initial and Advanced)
  - Initial Teacher Candidate Performance Assessment
  - Initial Teacher Candidate Professionalism Dispositions Rubric
  - Advanced Dispositions Survey

**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
- 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



**Assessment Committee Meeting Minutes**  
**Friday, October 12, 2018**  
**11:00am-12:15pm**  
**Location: Kilpatrick 221**

**Updates**

- Each program coordinator reported on their progress with completing the SMART report.
- To improve accountability and accuracy, Ruby Griffin will put in all program/unit assessment points without prompting. She will also audit that all assessment points are complete two weeks into the following semester.
- Program Assessment Plans should be sent to Holley and Assessment Points for the programs to Ruby for inputting in Live Text

**Assessment Committee Bylaws, Operating Procedures, Goals**







- The committee reviewed the current bylaws, procedures and goals.
- The committee made slight revisions (attached) and will submit to the COE at the COE meeting on 10/12/18 for consideration.

**Prioritizing our work for this year**

- The committee discussed current EPP assessments and the need to revisit each assessment to review data, ensure content validity and plans to inter-rater reliability
- Each committee will document any suggested changes for improvement
- The following subcommittees were formed:
  - Completer Perception Survey (Initial and Advanced) – Cheryl Reynolds, Tina Holmes-Davis, Olha Osobov, Marcia Peck
  - Initial Teacher Candidate Performance Assessment – Betta Vice, Carol Christy, Kevin Hunt/Tina Holmes-Davis, Steve Wills
  - Initial Teacher Candidate Professionalism Dispositions Rubric/Advanced Dispositions Survey – Nancy Mizelle, JW Good, Kevin Hunt, Diane Gregg
- At our next meeting, November 9, 2018, we will meet in our subcommittee groups and will consider the Conceptual Framework Rubric (initial and advanced) and its continued use as an EPP assessment. Program Coordinators will discuss the use of the rubric and the quality of the data from the rubric for continuous improvement purposes.

## COE Assessment Committee Sign In Sheet

~~September 11, 2018~~  
October 12, 2018

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

COE Assessment Committee Proposed Bylaws – updated 10/12/18

Title	Suggested
Charge	<p>The Assessment Committee shall:</p> <ol style="list-style-type: none"> <li>1) Establish, maintain, and review a unit wide assessment plan</li> <li>2) Advise and advocate for appropriate unit and program assessments.</li> <li>3) Recommend assessment policy in collaboration with the Director of Assessment and Accreditation/<b>or Dean's designee</b> and faculty.</li> <li>4) Facilitate unit assessment and development.</li> </ol>
Membership	<p>The committee shall consist of the program coordinator or designee from each program in the <b>Educator Preparation Program</b>, <del>and at least one at large member (who serves a three-year term)</del>, the Director of Assessment and Accreditation/<b>or Dean's designee</b> (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"> <li>1) Assist the Director of Assessment and Accreditation/<b>or Dean's designee</b> in developing policies and procedures for meeting assessment requirements for the institution, BOR, GaPSC, and CAEP.</li> <li>2) Advise the Dean on assessment/accreditation issues and concerns.</li> <li>3) Oversee the organizing, monitoring, and use of adopted platforms for program and unit reporting.</li> <li>4) Promote and oversee the best practices of continuous improvement in regard to assessment and accreditation.</li> <li>5) Advise the unit on assessment data development and analysis for improvement.</li> </ol>