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College of Education Assessment Committee Meeting: 2013 : 12 : 13

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Assessment Committee Meeting Minutes
December 13, 2013, 10:00 a.m. – 12:00 p.m.

Members Present: Drs. Bonnie Braun, Alejandro Brice, Olivia Hodges, Cynthia Leung, Anna Lewis, Terry Rose, Kim Stoddard, Zafer Unal; Ms. Jennefer Khattabi, and Ms. Rebecca Ogletree

Welcome and Announcements
Ms. Ogletree welcomed the committee members. The agenda and minutes from the previous meeting were approved.

NCATE Updates and Data
Overview – Mrs. Ogletree reported the Overview and CF team has met to begin updating resources for the Conceptual Framework. It was agreed upon at the August faculty meeting that the CF needed more information about leadership, and the team will meet throughout the first week of January to complete the draft.

Standard 1 – Cynthia Leung reported data is nearly all collected. Concern: much of our data is stored electronically and is extremely burdensome to collect into a hard copy. The committee will continue investigating options for reporting the information we have on file.

Standard 2 – Zafer Unal reported for the committee. The team is highlighting the transition from our old reporting system into the new FolioData. In addition, Dr. Unal is ensuring that all data requirements are transferred and made available to the faculty.

Standard 3 – Bonnie Braun shared concerns for physically providing three years of data based on our electronic collection system. Dr. Unal offered to work with her to investigate ways to comply with NCATE requests. In addition to the data, Dr. Braun shared the draft narrative for the standard on Field Placements.

Standard 4 – Alejandro Brice shared that the diversity committee has met and discussed the narrative response. Between now and the January meeting, the team will complete the draft and share with the guidance team. In addition, Dr. Brice reported the exhibits are nearly completed.

Standard 5 – Dr. Stoddard and Dr. Lewis shared progress on Standard 5. Data on faculty qualifications are being completed by the office staff and policies and procedures are being collected.

Faculty Meeting and Next Steps
Ms. Ogletree discussed the January faculty meeting and the reports expected from each of the committees. It is imperative that all faculty members have a general understanding of the entire report, not just the standards on which they chose to work. The meeting will be held in the new Student Center, second floor ballroom, January 31.

Ms. Ogletree reminded the committee that electronic versions of reports to the Assessment Committee are to be filed as scheduled.

Next Meeting: January 23, 2014, 1:00 – 3:00

The meeting was adjourned.