

College of Education

Assessment Committee

Agenda

March 4, 2009

Members present—Malcolm Butler, Zafer Unal, Margaret Hewitt, Bonnie Braun, Kathe Rasch, Vivian Fueyo, Deanna Michael

Members not present—Andy Reeves, Brianne Reck

1. *Review of minutes from December*—
Minutes approved.

2. *Determination of action items*—

Monitoring pre-req's for advising. The advisors discussed this at their last meeting, but no actions were taken. This needs to be revisited for all programs, including the new one. Monitoring for 15-18 hours now occurs for the reading and math/science programs. Need to update tiers document for reading to indicate 15-18 hours, rather than just 15.

Diane McKinstrey and Andy Reeves and Deanna Michael-- College Algebra needs to be included in the catalog and on OASIS. A meeting with academic success center folks for math pre-req's. Will be scheduled.

Next assessment committee meeting—check all co-req's and audit and make it a working meeting.

Written report each semester of summary of data. Drs. Hewitt and Sampson will prepare a report for the next assessment

committee meeting minutes about the monitoring of reading students.

The same report needs to be prepared for Curriculum/Literacy and Math/Science.

Next assessment meeting will have a report for Curriculum/Literacy and Reading Education on decisions regarding dispositions.

CDN deadlines—April 15 for Final Interns

Close system for Summer May 6, 2009. Fall final interns last submissions will occur on July 15, 2009.

Determinations have been made as to who will be reviewing for the summer.

3. *Update on electronic system for interns*—Drs. Rasch, Braun, and Unal have been working on the system. Dr. Unal showed the personal information and several suggestions/modifications were suggested.

Announcements (email blast and internship web site) to final interns regarding their ability to check this website. Also, the review periods will be May 15 and August 1. A reminder to fall final internship candidates that everything has to be finished August 1, 2009.

Change McBroom to English Education.

Date all comments in the comments section of the new system.

Advisors will monitor and comment on FEAP progress at the May monitoring meeting.

Student needs page looked at first. We modified what would be put in the CDN slots by the advisors.

We then moved to the evaluation screen. Training of University supervisors is scheduled for next week. A decision was made to train and use this first with final interns, but it will be used with all interns before the semester is over.

We will have the university supervisors enter the level 1 and level 2 interns for Spring 09. All final evaluations will be entered electronically by the end of this semester.

It was suggested that the name of intern and program show as the evaluator completes the form.

We will have to fill in all 3 levels of evaluation for fall 08 interns and levels 1 and 2 for spring.

When all evaluations are finished, a paper copy is made for the student.

Instructions for cooperating teachers will be handed to the supervisors. Change username and password every semester. (there have been subsequent changes to this part.)

Dates for each comments.

Advisors will need to be trained. The supervisor training is scheduled for March 9th, 2:00 p.m. Invite Donna Knudsen and Bea Smith and Cyndie Collins. (Deanna will notify).

Items for subsequent agendas.,

4. Continued review of tiers and review schedule--
5. Notification of students regarding 3 times and need assistance policies for CDN--
6. Report and update on current interns and fall 2009 interns--
7. Update on new program and schedule-- We have been meeting with Bea and Gwyn to establish schedule for summer 2009 and fall 2009
8. Dispositions for reading--update