Agenda Items: Assessment TaskForce  May 4, 2009

Present:

Approve Minutes:

1. Review status of Assessment system
   a. SIS data transfer - approved and working on it. (conrad)
   b. Need to specify what student data we need:
      1. name
      2. program area/major
      3. contact info including email
      4. year in school/rank
      5. gender
      6. ethnicity
      7. age
     8. Which test scores?
        a. Praxis I (Praxis II not in SIS: request to be put in)
        b. SAT, GRE, ACT, TOEFL,
     9. GPA
     10. Title II (Not in SIS)

Others

  c. Faculty Support
     1. COE Online Support/webpage - conrad
     2. Labs - Young Kim
     3. LiveText support

2. Review plans for Summer and Fall implementation
   a. Faculty Support
      1. Summer Workshops: Dates and times - back to school
   b. Student Support
      2. Labs open summer II and III 9-5 M-F

3. Department Admin Accounts - Conrad
4. Create checklist for Chairs, Program coordinators and faculty members/instructors.
   a. Chairs:
      1. Oversee all of program coordinator tasks.
      2. Review department data and program reports from LiveText.
      3. Complete department assessment report and submit to Dean.
   b. Program Coordinators (Content Facilitators)
      1. Review NCATE and SPA Standards and Assessments for all classes
         (including adjuncts) (link to ncate website).
      2. Review assessments and rubrics for alignment to standards and
         COE Principles (sent from Dr. Salazar)
      3. Assignments and rubrics for all classes posted in LiveText
      4. Communicate with adjuncts on use of LiveText.
      5. Post current/updated master syllabi to website
      6. Work towards consistent implementation of assessments and
         rubrics
      7. Review LiveText report on program data with faculty
      8. Complete and submit COE Summary Report Form to department
         chairs.
   c. Faculty member/Instructor
      1. Attended LiveText training
      2. NCATE/SPA and COE Principles (mention COE Principles in
         LiveText listed as ........) Identified for your class and listed in your syllabus.
      3. Assessments and Rubrics for course standards posted in LiveText
         must be linked to standards.
      4. Format syllabus using COE approved template. (Put in hyperlink)
      5. LiveText syllabi statement
      6. Examples of student work scored 1, 2, 3 (Saved in electronic form)
      7. Send electronic copy of syllabi to department.

5. Review Assessment Plan with all assessments, reports, and responsibilities. See
   Assessment Timeline.

6. List of Assessments
   a. Entry Data
   b. Mid Point Data
   c. Exit Data

7. Review NCATE Syllabus

8. Next Meeting
   a. Summer?
   b. Fall (Monday August 17 at 9am)