Assessment TaskForce
Minutes: May 4, 2009

Present:
Advising: Joyce Ahn
SPED: Sherry Strawser
EDL: Pam Salazar
C&I: Jane Kier, Liz Spalding, Marilyn Ford, Neal Strudler
CED:
SEL:
Dean’s Office: Conrad Oh-Young, Young Bok Kim, Greg Levitt

Approved Minutes:

1. Review status of Assessment system
   a. SIS data transfer - approved and working on it. Will do a trial run Summer Session II.
   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)

c. Faculty Support
   1. COE Online Support/webpage – send suggestions to conrad
   2. Labs - Young Kim summer hours 9-5 M-F
   3. LiveText support online.

2. Review plans for Summer and Fall implementation
   a. Faculty Support
      1. Summer Workshops: With LiveText Trainers and Tech Specialists
         a. August back to school workshops
            1. Adjuncts, PTIs, GA s and others: August 18th 1:00 & 19th at 4:00.
            2. Faculty: August 20th 1:00 (after COE meeting)
            3. Please request other times as needed. Most helpful are workshops for program areas faculty. Make requests to Young Kim asap.
4. Please use online sign up system to register for workshops.

2. Online Video introduction to LiveText for use in classrooms: Young Kim is editing it and it will be ready this week.
   b. **Student Support**
      1. Labs open summer II and III 9-5 M-F
      2. Will schedule student workshops the first two weeks of classes

3. **Department Admin Accounts - Conrad**
   It is suggested that all rubrics used for college assessment purposes be created, then shared out to faculty using this department admin account. Doing so will help to ensure that:
   1. All faculty members teaching a particular course will be using the exact same rubric.
   2. Faculty will not need to worry about creating/reproducing rubrics to collect data that the college needs.
   3. Faculty can still create their own rubrics to suit any other assessment needs.

4. **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.
   a. Need to create report forms for programs, department chairs, and Dean.
   b. Reports will document data collection, data analysis, present recommendations for changes and requests for resources as needed.
   c. Reports should align with NW Accreditation reports.

6. **List of Assessments – need for College and all departments.** Post on website.
   a. Entry Data/rubrics
   b. Mid Point Data/rubrics
   c. Exit Data/rubrics
   d. Create spreadsheet with all assessments and rubrics listed.

7. **Review NCATE Syllabus:**
   a. link:
   b. Send comments to Dr. Levitt asap.
   c. Add Examples of student work for each grade/scale (0, 1, 2, 3) see scale below.
   d. Link to Draft Syllabus (attached)

8. **Strong Recommendations for Grading Rubrics.** The attempt is to make all COE rubrics consistent and use NCATE language and descriptors.
   a. Points and comments
      0 = Not submitted
      1 = Unacceptable
      2 = Acceptable (meets standard)
      3 = Target (exceeds standard, exemplary, distinguished)
   b. Use NCATE descriptors: link:

9. **Diversity survey, Exit Survey**
   a. Link to Exit Survey – please review and comment
   b. all items are tied to NCATE Standards
   c. Jane Kier is meeting with Porter Troutman to discuss Diversity Survey.
   d. Need shorten surveys to 20-25 questions.

10. **Request committee members to review minutes with Chairs and Program Coordinators.**
a. Department Chairs/Program Coordinators may need to review assessments and rubrics for alignment with COE conceptual framework, NCATE standards and SPA standards.

11. **Next Meeting:** Monday August 17 at 9am
   a. Summer? No meetings scheduled – faculty are not on contract.
   b. Fall (Monday August 17 at 9am)