**CEAP Assessment Committee Meeting**

Meeting Minutes

***11/01/*11 KL 218**

 Members Present: Renee Corbin, Lee Nickles, Sarah Meltzer, Terry Rose, Frederick Buskey, Ellen Sigler, Christopher Holden

 *Members Absent: Eleanor Macauley, Josh Martin, Jeff Payne, Dan Grube*

# The CEAP Assessment Committee was convened by Renee Corbin at 3:30pm on November 1, 2011.

Renee asked everyone to introduce themselves since one of the new student representatives had not had the opportunity to meet the committee members.

# Approval of Meeting Minutes

Lee Nickles motioned to approve the April 2011 and September 2011 meeting minutes. Sarah Meltzer seconded. The committee approved the April and September meeting minutes.

# Feedback

***DPI Principal, Mentor and Completer Surveys***

In the past, by law, DPI has provided a program completer, mentor and principal survey. DPI is no longer able to provide the resources to administer this survey, Renee has prepared a new principal survey based on the NC Professional Teaching Standards. The survey has been administered to principals of program completers in 2008-2009 and 2009-2010. To date, we have received 19 responses and Renee will complete the survey by November 8th. The dean indicated recently to Renee that General Administration will be administering a new common survey beginning Fall 2012 across all teacher education campuses replacing the DPI surveys.

***Technology Surveys***

Renee asked Lee Nickles to report on the technology surveys the college is developing for accreditation purposes. Lee mentioned that our technology data support that our candidates struggle with technology when they get into the classroom. A Task Force has been designated to develop surveys to assess what is being used in public schools and what we are doing in our programs. We will be administering a cooperating teacher survey and a program coordinator survey to determine how the college is preparing teacher candidates for the use of technology in instruction.

***Program Evaluation Surveys***

Renee reviewed the Spring 2011 Program Evaluation Survey results that Intern II’s or student teachers complete during seminar near the completion of the term. Ellen suggested that we include all responses evaluating the number of intern visits by academic and university supervisors and cooperating teachers in order to understand the data. Renee stated that she would add the other responses and resend the summary spreadsheet. Ellen suggested that we leave the question open-ended for the number of visits instead of a data range. The committee discussed adding a statement describing what is meant by a formal observation to the survey to clarify the question for candidates. Sarah asked if the survey should clarify what courses that Early Field Experiences includes so that students are answering the importance of field experiences question using the same courses. Renee will add the list of early field experiences courses on the survey. Terry asked if the survey should include healthy living and school safety, both which are part of the NC Professional Teaching Standards. Sarah suggested that we look at the Certificate of Teaching Capacity that candidates are evaluated on by supervisors and align the standards behind the CTC with the Program Evaluation Survey response items. Renee volunteered to review the CTC form and align the Program Evaluation Survey prior to administration in December and submit to the committee members for approval.

***Conceptual Framework Meetings***

Renee provided a summary of the School of Teaching and Learning and school partners Conceptual Framework meeting on October 5th and the college meeting along with other college faculty, the Graduate School, the Provost’s Office and Educational Outreach on October 21st. She provided a summary of dispositions, knowledge or skills, and experiences that all teacher candidates should have or be able to do. The associate dean has compiled a list of faculty to serve on the Task Force to produce the conceptual framework and documentation by next April. Dr. Dee Nichols, will chair the committee.

**Information/Discussion**

***Annual Assessment Reporting and NCATE Accreditation Reporting***

Renee provided a handout with a chart of common required reporting elements for state (DPI), regional (SACS), federal agencies (US DOE), and national accreditation (NCATE). She asked for input from the committee about how the college might combine the annual assessment report and NCATE report so that when NCATE visits in 2015, the reports would be available. Frederick suggested that we look at very broad categories of data, then cut and paste the required data into reports as needed. Sarah suggested that we create a template of all the reporting requirements. Terry suggested that we have one location where the reporting requirements are organized and categorized where a faculty member could look up where to locate the data from the template or form. Frederick suggested that we identify the big themes much like a Venn diagram and determine what are the different variables needed within each theme and the questions that need to be answered for reporting. Terry suggested that we have a template with sections like NCATE has designated as 1a, 1b, 2a, 2b, etc. and that Renee could provide a list of what data would address each of the standards. Terry mentioned that the categorization could be like a table of contents. Frederick mentioned one area might be student performance while another could be categorized as faculty data. Lee suggested that we look at the lowest level of data that we will need for each of the reporting categories. Frederick mentioned that once we have those lowest level of categories of data, then we can match them with the reporting requirements in order to organize the template of reporting. Lee mentioned that the data would be extensive in a large database. Renee volunteered to do more mapping of the data in order to determine what data is needed to answer the questions for the format of a new template.

Renee asked if others had further business. Sarah mentioned that the Individual Growth Plan is not aligned with the new Certificate of Teaching Capacity in TaskStream. It is still using the old exit criteria language which no longer is being used in TaskStream. Renee asked Lee if they could meet to redo the IGP in TaskStream by early January with counsel from Sarah. Sarah recommended that we include the other seminar instructors to let them know about any changes that we may make to the IGP. Without further discussion, **she adjourned the meeting at 5:00 P.M.**