**CEAP Assessment Committee Meeting**

Meeting Minutes

***3/20/2012* KL 202**

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

*Members Absent: Ellen Sigler, Eleanor MaCauley, Josh Martin, Jeff Payne, Dan Grube*

# The CEAP Assessment Committee was convened by Renee Corbin at 3:35pm on March 20, 2012.

Renee called for a motion to approve the minutes for November 2011 and February 2012. A motion was made and seconded. The committee voted for approval of the November 2011 and February 2012 meeting minutes.

# Feedback

***Diversity Subcommittee Report***

Renee reported that she attended the Diversity Subcommittee meeting on March 19th to discuss possible assessment methods for assessing Diversity. She reported that the committee is considering using a Diversity portfolio in TaskStream for common assignments and other diverse activities. This portfolio could be separate or part of the discipline-specific initial licensure portfolio. Sarah expressed concern that the grading/requirement of the Diversity portfolio would be the responsibility of the seminar instructors. Although assignments are due earlier, it is not until the seminar class when electronic evidences have to be completed in order for students to be licensed that seminar instructors have the additional burden of managing student work. Frederick expressed the difficulty of integrating all of the electronic evidences throughout the program. Terry suggested that we communicate more near the beginning of the teacher education program; however, the assignments are not totally integrated. Renee will take the committee’s thoughts and concerns back to the Diversity Subcommittee. Sarah suggested that we find a way to review the evidences prior to the last semester so that all of the evidences do not fall in the last semester during seminar. The committee discussed the possibility of making sure the evidences would be completed prior to applying for internship. Frederick suggested the use of a non-credit course in Banner to help track the students’ electronic evidences.

***Assessment of Committee Operations Survey***

Renee reminded the committee to complete the Assessment of Committee Operational Effectiveness survey by March 28th. There are seven other committees that are being asked to complete the survey this semester.

***Program Coordinator and Cooperating Teacher Technology Surveys***

Renee asked Lee to discuss the technology surveys currently being administered. Lee discussed the two surveys to collect data from our school partners for professional development data and our program coordinators to determine where we are meeting the NCATE technology standards.

***DPI Principal Survey***

Renee discussed the concerns from the previous meeting about the number of responses per question and the number of teacher candidates being evaluated by the principals. In the previous meeting, Ellen expressed concern about the lower rated items and the number of people the principal was actually evaluating. Renee showed the committee the data for each of the lower-rated questions. Response rates for the questions were low and although some of the principals had only hired one WCU teacher candidate, some principals had hired as many as four. Based on the questions, there is no way to tell whether the principals are evaluating all four candidates or are negatively evaluating all four candidates based on one, two, or three negative candidate experiences. Frederick suggested using a slider bar to show a more accurate rating of multiple teachers. Lee suggested that we use boxes to show the number of teacher candidates that principals felt satisfied with as well as those that were not satisfactory. These suggestions will be used for future Principal surveys administered by WCU.

***Program Evaluation Survey Fall 2011***

Renee shared the results for the new Program Evaluation Survey in Fall 2011. She did express concerns about the response rate dropping over previous semesters. Terry recommended that Renee send her an email so that she can prompt seminar instructors to work with Renee to survey seminar teacher candidates.

***Host Teacher Survey to Evaluate Early Field Experiences Teacher Candidates***

Renee shared a draft of a new host teacher survey aligned to the new North Carolina Teaching Standards that would be given to early field experience host teachers. Terry suggested that if a teacher rated a candidate below a 3 (At Standard), we should ask for comments why the candidate was rated below a 3. Sarah agreed and related that the behaviors might address our dispositions. The committee discussed how we might set up the survey in Qualtrics. Frederick suggested that we group behaviors together and add a comment section at the end of each grouped section.

Frederick discussed using the survey to show growth for NCATE from the early field experiences, during methods classes, and at the end of student teaching. Items could be checked as met or unmet and they could be tied back to programs. The committee discussed what occurs in the early field experience and how the survey might be used in the assessment process. Sarah recommended that we use a survey for host teachers in the methods classes where students are actually teaching lessons. Renee offered to talk with Brian to see what percentage of students are actually being placed by the Field Experiences Office. The committee discussed the questions on the survey and made revisions. Renee and Christopher will work on setting up the comments section in the Qualtrics matrix for the host teacher survey.

**Information/Discussion**

Renee asked if others had further business. Without further discussion, **she adjourned the meeting at 5:00 P.M.**