**CEAP Assessment Committee Meeting**

Meeting Minutes

***5/1/2012* KL 204D**

 Members Present: Renee Corbin, Sarah Meltzer, Ellen Sigler,Terry Rose, Christopher Holden

 *Members Absent:*  *Eleanor MaCauley, Josh Martin, Jeff Payne, Dan Grube, Lee Nickles, Frederick Buskey*

# The CEAP Assessment Committee was convened by Renee Corbin at 3:40 pm on May 1, 2012.

 ***Host Teacher Evaluation***

The committee discussed the Host Teacher Evaluation instrument used to evaluate teacher candidates in early field experiences. Terry suggested that we add more clarification to the rating scale of Above standard, At standard, Below Standard and Unsatisfactory for host teachers. She believes that host teachers may be evaluating candidates differently and an explanation would help clarify what is expected of them. Ellen suggested that we use the school partners from the Field Experiences Committee to discuss what would be helpful for host teachers to clarify the rating scale. Sarah suggested that we also look at other cooperating or host teacher surveys and evaluations in TaskStream to redo instructions for clarifying our standards.

Christopher assisted Renee in grouping the questions in Qualtrics prior to the meeting. Renee presented the groupings to the committee. Terry recommended that we change the wording from “treating students equally” to “treating students in an equitable manner”. The committee discussed the grouping of questions with the titles and decided to keep the current groupings, but remove the headings. Christopher recommended that we change “Exhibited interest in students and profession” to “Exhibited enthusiasm in students and profession” and the committee agreed. The committee also agreed to move the item “Asked Questions as needed” to the final grouping to read “Exhibited initiative by asking questions”. Renee stated that she would make the changes as recommended by the committee and send to Lee to distribute to Host teachers within the next week.

***NCATE/Annual Assessment Report Template***

The committee discussed the annual assessment report completed by program coordinators and how that report might be combined with a NCATE report in order to be more prepared for the NCATE visit. Renee handed out a list of possible data items that could be included in the annual report. Ellen suggested that assessment survey data be included by program. Renee asked for feedback about the faculty section for the report. Digital Measures could be used for downloading faculty data by program. Renee asked for further questions or suggestions and then asked for the committee’s approval to send the template to program coordinators for further suggestions.

***TaskStream Update***

Renee brought forward to the Leadership Council a discussion about TaskStream waivers for specific students from the April meeting. Department heads will be discussing with faculty the use of TaskStream within programs; however, the Leadership Council is not in favor of changing the policy at this time because opening the door could lead to problems in the future with assessment system data.

**Information/Discussion**

Renee thanked the committee for their service this year and will convene meetings again next fall. Without further discussion, **Renee adjourned the meeting at 4:30 P.M.**