**CEAP Assessment Committee Meeting**

**December 3, 2012**

Members Present: Renee Corbin, Mary Ella Engel, Adam Holt, Sarah Meltzer, Lee Nickles, Savannah Pegram, David Scales, and Kim Ruebel

Members Absent: Terry Rose, Frederick Buskey, Erica Pollock, Teresa Cook

Guest: Lydia Cook

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**The CEAP Assessment Committee was convened by Renee Corbin at 3:50 PM on December 3rd, 2012.**

The committee did not have enough voting members present to approve the November meeting minutes so Renee will table the minutes approval until the January meeting.

**Student Satisfactory Surveys**

Renee explained that the CEAP Undergraduate and Graduate Surveys were administered to currently enrolled students this fall and the survey closed on November 30th. The results will be available at the next Assessment Committee meeting.

**Program Evaluation Survey**

The Program Evaluation Survey administered near the end of the semester to Intern II or Student Teachers is currently in progress. After today’s meeting, Renee will be administering the survey using an Ipad cart to Sarah Meltzer’s seminar class. Renee mentioned a problem with small response rates administering the survey to online or distance students. She asked for recommendations for how we might increase a response rate for these students. Sarah suggested that the survey be added to course syllabi to show importance.

**Principal Evaluation Survey**

Renee presented the Principal Evaluation Survey results to the committee. One hundred seventeen principals completed the survey. Kim was surprised by the high ratings by principals for all of the questions. Savannah mentioned that Intern I’s are currently being evaluated by the NC Teaching Standards as well. Adam asked if the data was for any beginning teacher or just those who graduated from Western. Renee reported that the data was for only those beginning teachers that graduated from Western. Lydia asked if principals completed a survey for each candidate that that hired or did they evaluate all candidates they hired from Western as a whole. Renee reported that principals were given names of the candidates that were hired and asked the principals to evaluate the group as a whole. Lee pointed out that technology evaluations were in the middle of the road while we feel that we are not as advanced as we should be as a college in preparing candidates with technology.

**Climate Survey**

Renee presented draft questions for a climate survey for discussion as recommended at the last Assessment Committee meeting. Kim recommended that if we are asking Likert scale questions, we should also ask for recommendations and open ended questions. David recommended “Yes/No” questions and If “Yes/No”, Then answer why. The committee discussed how the questions should be worded not to give the impression that changing the college department structure would be a possibility but what would help the current departmental structures to work more efficiently. The committee also discussed how the questions apply within the programs, departments, and the college. Lee asked what are we trying to measure. Renee stated that the purpose of the survey was to determine what things the dean, department head, or program coordinator could do to improve the overall function of the college. Sarah also suggested that we would look at the working environment not just the processes of the college. Lee suggested that we add a category labeled “Resources” which could include equipment, existing and advanced technology, personnel resources, research support, grants, etc. Savannah reported that in the SPED area resources are very important and would recommend adding the question. Renee asked for any other suggested categories. The committee discussed the COACHE data and wondered if it would be possible to obtain the data by college as in previous years. Kim volunteered to find the contact person to determine if we could obtain the data by college.

Renee asked the committee about next steps for the survey. Kim suggested that the committee be given tasks to be completed by the next committee meeting. Renee recommended that we administer the survey by early February. Sarah asked Renee to put together the categories discussed today and send to the committee for feedback. Renee agreed to prepare the questions and send to the committee. David suggested that we all agree on a scale for the quantitative questions. The committee agreed that a 1 to 5 scale would work best with a category for “Not enough information to make a decision” as well. The committee discussed using Google docs as a means to view and edit the survey document.

There being no further business, the meeting was adjourned at 4:50 P.M.