**WCU CEAP Assessment Committee Meeting**

**October 21, 2013**

Members Present: Renee Corbin, Lauren Miller, Terry Rose, Sarah Meltzer, Marie –Line Germain, Michael Schallock, Lydia Cook as recorder

Members Absent: Teresa Cook, Lee Nickles, Kim Ruebel, David Scales, Pam Shuler

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**The CEAP Assessment Committee was convened by Renee Corbin at 4:05 PM on October 21, 2013.**

The committee introduced themselves to the newest member, Lauren Miller, a graduate student.

A motion was made and seconded to approve the meeting minutes for September. The committee approved the minutes.

Renee gave feedback about the Principal’s survey for WCU initial and advanced licensure teachers that have been hired during the 2012-2013 year. This survey will be administered soon as well as the Fall 2013 Advising Survey for currently enrolled students in the college. The committee discussed the surveys and how the data will be used and the participants in the survey.

**Assessment System Change**

The Elementary Faculty wanted to change the disposition form in TaskStream to include a text box for students to record their reasoning behind written responses. Since this was an enhancement to the system and did not take away anything from the current system, Renee and Lee made the decision to go ahead and add the text box. Renee asked for questions or comments about the addition. The committee discussed the reasoning behind the change.

**Program Evaluation Survey**

Renee presented the Spring 2013 Program Evaluation Survey results to the committee. Renee reported that some of the student teachers reported not being visited by a university supervisor during the term. After discussing with the Director of Field Experiences, we found that our distance students may have responded incorrectly to the question so the questions will be worded differently in the fall. Renee reported that student teachers felt less prepared in the area of working with ESL students. Terry Rose asked if we had resources with excellent CT’s or faculty members with excellent skills in the area of teaching ESL students that we could utilize in our curriculum. Sarah asked if student teachers thought the question did not apply to them since they do not have non-English speaking students in the classroom. Lauren asked if this is addressed in a course or program courses. Lydia discussed her methods courses in Middle Grades and examples of teaching ESL students. Lauren discussed how in the Psychology graduate program incorporated diversity in several courses. Terry asked if there were electronic modules for teaching ESL students. Renee volunteered to contact the TESOL coordinator to ask if she was aware of any modules that might be used in training students.

Renee reported that this year ten Special Education teacher candidates reported that they needed a course in IEP’s. The information has been shared with the Special Education program.

**Annual Assessment Plans and Reports**

Renee asked for discussion about the committee reviewing annual assessment plans and reports to evaluate and give feedback to the program coordinators. In the past, she alone has provided feedback to program coordinators. Renee passed out paper copies of assessment reports from programs in the college for review and an evaluation rubric designed by the Office of Planning and Effectiveness to committee members. She sees a need for more quality of graduate data in the annual reports as well as comprehensive data that can be extracted for future program prioritization reports. The committee discussed how the reports could be reviewed and evaluated by the committee. Problems that the committee identified were different formats and different required data. The committee discussed the possibility of using the NCATE report as an annual report instead of our current formats. Terry suggested that we invite the program coordinators to get their ideas and what they think about it. She was concerned that adding more to a comprehensive report at the end of the semester would not be doable. Terry suggested that the feedback would serve programs better if it could be done sooner. Timing is an issue with getting data and making changes prior to the catalog deadline. The committee did not make any recommendations or decisions, but Renee mentioned that the subject would be brought up again at another committee meeting.

There being no additional business, the meeting was adjourned at 5:00 PM.