NEAG ASSESSMENT COMMITTEE

May 8, 2008 Agenda  Gentry Room 142

11:15-11:30 Lunch
11:30-11:33 Update on our year's objectives and the connection to our meeting agenda - Mary Y
11:33-11:40 Update on employer survey and our plans for next fall - Mary Y
11:40-12:40 Discussion and finalization of the Neag School of Education Assessment Plan (about 5-15 mins each)
  Overview - Mary Y
  The introduction - Yuhang R.
  The plan - Mike A./Michele F.
  Data collection and reporting - Craig D.
  Alignment to accreditation agencies - Marijke/David M.
  Spotlight on Assessment - Manju B
  Summary - Mary Y
12:40-1:00 Discussion on preliminary assessment/evaluation questions - Mary Y and all members
1:00-1:20 Sharing of NEASC assessment plans
  Overview - Mary Y
  Physical Therapy - Craig
  Educational Leadership – Shauna
  Education Psychology - ?
  Curriculum & Instruction- David
  Kinesology - Laura
1:20-1:30 Plans for next year
NEAG ASSESSMENT COMMITTEE

General charge: The Neag Assessment Committee helps develop, implement, and refine the Neag School of Education Assessment Plan so that we ensure a participatory model across all departments and programs. Outcomes of this process may include the development of instruments and protocols, the implementation of assessment designs, the analyses of data, and feedback on assessment initiatives.

Make-up: About 25 members. Two to three faculty from all five departments; up to three students from all five departments; the teacher education program.

Last spring (2007) we were very successful in:
- Developing and administering an alumnae survey,
- Assisting with the content validity of a diversity survey developed by a student,
- Starting with an outline for the revised Neag Assessment Plan, and
- Ensuring that each department’s programs have a mission, goals, objectives, and measures tied to the objectives.

This year, we plan to use e-mail and have two meetings. Our objectives will be to:
- Provide feedback on the alumnae survey report,
- Develop and administer employer surveys,
- Develop our 2nd version of the Neag School of Education Assessment Plan, and
- Ensure that each department’s assessment plans are tied to objectives for 2007-08.

The members:

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Neag Assessment Committee Meeting Minutes

May 8th, 2008

The following materials were distributed prior to and during the meeting to facilitate discussions: agenda, 2007-2008 priorities, alumni report, employer surveys, final draft of Neag School of Education Assessment Plan, draft assessment/evaluation/review questions tied to the plan, self-assessment of the assessment plan survey, and preliminary baseline data from the self-assessment of the assessment plan survey.

Welcoming

Everyone was welcomed to the meeting and a name tent was placed in front of each individual. The purpose of the Neag Assessment Committee (NAC) was rearticulated – an advisory committee that focuses on assessment across five departments and teacher education. This is the first full academic year of implementation of the reconstituted committee.

A quick review was given tied to this year’s committee priorities. These priorities are: providing feedback on the alumni survey report, assisting with the development of employer surveys, solidifying our Neag School of Education Assessment Plan, and ensuring each department’s NEASC assessment plans are tied to objectives. It was shared that the 2007-2008 priorities are again aligned to the meeting agenda.

The Alumni Survey – The 1st Priority

The Neag Assessment Committee was commended for producing the alumni report with both school and department results this year. A bound copy of this report was distributed.

One thing that came up to be discussed by the committee: What would be the minimum sample size to analyze the results at the “program” level? The committee had discussions on the pros/cons of various sample sizes. The programs requesting results would be matched across this standard. Program results would be “attachments” to the report.

Recommendation: The committee agreed that a minimum of 15 would be allowed.

Post-meeting: It was found that 5/6 programs met the standard. Executive Leadership only had three respondents. Elementary education, gifted and talented, secondary
education, UCAPP, and special education programs met the standard. The analyses were run and results incorporated as part of the attachments to the report.

**The Employer Survey – The 2nd Priority**

A committee reviewed the employer surveys that have been developed. There are various forms for the employer survey. The following three forms have been distributed: Form A – examining teachers, school counselors, school psychologists, intermediate administrators, and executive administrators. Form B – immediate supervisors of teachers. Form C – immediate supervisors of physical therapists. These surveys are now being completed and returned. In the fall, the committee will examine a rough draft report.

A discussion then focused on Form D. This form was designed for immediate supervisors for Kinesology. According to those from the department, there may be a need to have different employers, perhaps by program, have a different form.

Recommendation: Kinesology representatives will get back to Mary by the end of May as to whether they will have different forms or if a subgroup of the programs will give this survey. If they do, they will review the draft survey that has already been shared.

**The Neag School of Education Assessment Plan – The 3rd Priority**

Mary started by giving a brief overview of how the committee started an outline last spring and has worked on subgroups for the 2nd revision of *Neag School of Education Assessment Plan*. The initial plan was developed in 2004-2005 and had about 95% of the contents devoted to the Teacher Preparation Program in roughly 400 pages. The committee then had the opportunity to view that plan as it was passed around. This plan was good; but, we need to incorporate all five departments and make it a user-friendly document of substantially fewer pages. The purpose on this agenda item was to conduct a final review of the 2nd revision. Each subsection would be facilitated by a member of the subgroup working on that section.

Yuhang provided an overview of the *Introduction*. Based upon the feedback provided, the following recommendations were provided:

**Recommendations:** Add 1-2 paragraph about this being research-extensive university to teaching-learning university and the Conceptual Framework as an appendix.

The committee further made a recommendation that is not under the purview of this committee.

Recommendation: The Neag School of Education should review and consider modifying the mission statement for “narrowness” as part of the next strategic plan.
Mike and Michele spoke about *The Plan*. Based upon the feedback, the following was provided:

**Recommendation**: Add time for completion, comprehensive exam for doctoral degree, and demographics to the respective tables.

Craig facilitated the discussion under *Data Collection and Reporting*. Based upon the feedback, the following was provided:

**Recommendation**: Add a section on the accreditation reports.

Mary reviewed with members the *Alignment to Accreditation Agencies*. Based upon the feedback, the following was provided:

**Recommendation**: Change the ordering for accreditation organizations and add an introduction.

Manju highlighted the *Spotlight on Assessment*. There were no recommendations for changes to be made in the document. The committee did engage in discussions on how colloquium can be further extended to allow participation by Kinesology and Physical Training. The questions were asked about obtaining the colloquium and conference materials. Mary responded that as part of our webpage, we are planning to obtain all PowerPoints and other things from these sessions.

Mary went over the *Summary* and *Appendices* portions. The following was provided:

**Recommendations**: For the *Annual Report* add “n” and sharing successful experiences, and modify the ordering of the listing in *Summary*.

Following this discussion about each of the sections, the committee had general discussions about the sharing of the plan in the fall and considering in the future whether all faculty should complete the self-assessment tool as the committee had.

Also, there was a discussion of the assessment/evaluation/review preliminary draft questions. The committee decided that next year they would further examine these questions and work to answer some of them.

The following was proposed:

**Recommendation**: The committee recommended session(s) for individuals involved with educating our students but are not full time faculty that will focus on the conceptual framework, the assessment plan, syllabi, alignment to standards, and other important topics.

**Recommendation**: The possibility of making some common features of the syllabus to recommend to those who are educating the students.
**Sharing of the NEASC Assessment Plans** – The 4th Priority

The committee was provided with a brief overview of what was required as part of the NEASC assessment plan. By program, this involves the mission, goals, objectives/outcomes, measures, results, and what will be done with those results. Starting last year, this had been required at the university level. Over the next month, each department leader will have:

- Physical Therapy – NEASC update on data collection given by Craig
- Educational Leadership – NEASC update on alignment provided by Shauna
- Educational Psychology – No updates provided and no individual identified
- Curriculum & Instruction – David Moss was going to deliver a NEASC update but he had to leave the meeting early
- Kinesology – NEASC update on linking to accreditation provided by Laura

**Preliminary Plans for Next Year**

As a committee, we explored some of the topics and objectives to be covered next year. This included the report(s) of the employer survey results, along with disseminating and sharing the *Neag School of Education Assessment Plan – 2nd Version* through department and faculty meetings. In addition, facilitating a session(s) for adjunct-type people, discussing and implementing the assessment/evaluation/review, facilitating potential topics for syllabi, having greater discussion and recommendation regarding all faculty self-assessment about our plan, discussion on facilitating creating a usable database and general template for people to pull the information they need easily, and facilitating more discussion on the elements of the syllabus.