**NEAG ASSESSMENT COMMITTEE**

**Agenda**

*October 17, 2011*

**Charge:** Help foster an assessment culture for the Neag School. To do this, the committee will assist in development, implementation, and refinement of the *Neag School of Education Assessment Plan* so that we ensure a participatory model across all departments and programs; help assist in the development of instruments and protocols, the implementation of assessment designs, and the analyses and reporting of data; and, provide feedback and input on assessment initiatives.

**Objectives for 2010-2011:**
- Continued to support further coordination of various subcommittees.
- Distributed the alumni survey and provided feedback on the initial drafts of the report.
- Distributed some of the employer surveys.
- Began initial discussion on school climate survey(s) to be administered.
- Reviewed and discussed the completed Annual Concentration/Program Report for Assessment.

**Objectives for 2010-2011:**
- Fine tuning/publishing in the fall the *Neag School of Education Assessment Plan* (*3rd edition*).
- Completing the development of employer surveys and providing feedback on initial drafts of the reports.
- Providing feedback for special assessment research reports (e.g., alumni survey with CSDE).
- Developing assessment guidelines for the school (website publication, inquiries for studies/information).
- Suggesting changes to the assessment website.
- Solidifying school climate survey(s) to be administered in 2012-2013.
- Coordinating the completed Annual Concentration Report for Assessment and the NEASC OATS reporting requirements.
- Continuing to support further coordination of various subcommittees (i.e. all mentioned in the organizational framework).

11:00-11:30  **Lunch**

11:30-11:45  **Welcoming**

During the welcoming section of the Neag Assessment Committee (NAC) meeting, participants will be introduced, the charge will be shared, the objectives that were accomplished last year will be imparted, and the objectives for the 2011-2012 academic year will be communicated. *(Mary Y. and all)*
11:45-12:25  **Subcommittees and Spotlight on Assessment Reports**
Beginning in 2009-2010, the NAC initiated various subcommittees. Any subcommittee can provide an update at this meeting.
Teacher Ed; UCAPP; Checkbox; OATS; Forums, Colloquium
Special presentations: David Sax and Yujin Kim

12:25-12:30  **Updates on Assessment as it relates to Accreditation**
All accreditation processes now rely heavily on assessment data and assessment use. (That is why this committee is so important!) Today, the committee will get an update on these accreditation processes. Last year was CAPTE (Commission for Accreditation of Physical Therapy Education) visitation was well received. This year it is time for APA (American Psychological Association).

12:30-12:40  **Ad Hoc Committees – meet electronically**
Final review of the assessment plan (3rd edition)
Developing assessment guidelines for school website publication
Developing assessment guidelines for inquiries for studies/information
Suggesting modifications to the assessment website
Solidifying school climate survey(s) to be administered in 2012-2013

12:35-12:50  **Fine-tuning the Neag Assessment Plan (3rd edition)**
This plan is slated to be updated every three years (2008, 2011, 2014, etc.). After putting much energy into the 2nd edition, minor modifications are envisioned for the 3rd edition, which is to be distributed this fall. Two areas that are discussed in the plan are the Neag Assessment Review Survey and the End-of-Year Concentration/Program Report.
Committee discussion – appendix or a separate document
The Neag Assessment Review Survey
The End-of-Year Concentration/Program Report - The Form and Submissions (Mary)

12:50-1:05  **Neag Student Database System**
The Neag School continues to implement a database. The NAC members will receive an overview of the one major function (*facilitator* Mary Ann, *demonstrator* Matt)

1:05-1:25  **Down the road ....**
Assessment research questions

1:25-1:30  **Through the Year and Wrap-up**
Lunch, Welcoming, and Introduction

After lunch, the meeting formally began at 11:30 a.m. Mary Yakimowski began by welcoming all in attendance and thanking everyone for their participation in the fall meeting of the Neag Assessment committee; each member then introduced themselves. After introductions, the charge and communicated the objectives for the 2011-2012 academic year were shared (see Agenda handout).

Subcommittees and Spotlight on Assessment Reports

Neag has a number of subcommittees. A graphic organizer was handed out to members to illustrate the structure of NAC and its subcommittees. Updates were then provided from representatives of these subcommittees. A brief review of the summer forums held this summer and the collaquium series for this fall were then shared.

Recent Assessment Developments

One program implemented the entrance, exit, alumni surveys and clinic evaluations on Checkbox during the 2010-2011 school year. Two new programs -- school counseling and school psychology – have now embraced the common entrance and exit survey for 2011-2012.

The committee then had an overview on the Common Entrance Results on the UCAPP cohort entering in 2011-2012. In terms of demographics, the entering UCAPP was primarily made-up of Caucasian women and while 100% indicated English as their primary language, 19% are able to speak a language other than English. Students reported that they felt moderately confident in their ability to work with ELLs and students with disabilities. Lastly, the majority of students indicated that they wanted to learn how to improve their leadership skills, how to create a clear vision of what is important in education and how to empower people, and to find the leadership role that they are best suited for. The committee commented on the report and one discussion surrounded possible improvements to the survey. One member asked if, in the future, more questions could be asked about aspirations of UCAPP students, what kind of career they planned on going into, and how these aspirations change over time as they progress through the UCAPP program.

A presentation and discussions were held on the Common Entrance Report for School Psychology Students. This survey was created in the summer of 2011 and was the first time a common entrance survey was administered to school psychology students. The major findings from the report were that most students had relatively little experience working experience in schools; over 66% had no experience and 100% had less than three years experience in a certified position. Despite this, over 70% of students indicated they were confident performing the standards set by the
Updates on Assessment as it relates to Accreditation

Committee members were reminded that all accreditation processes now rely heavily on assessment data and assessment use, and that the committee routinely will receive updates. Last year was CAPTE (Commission for Accreditation of Physical Therapy Education) visitation was well received. This year it is time for APA (American Psychological Association), and the School Counseling program is contemplating seeking accreditation for the doctoral program.

Ad Hoc Committees – meet electronically

A discussion ensured regarding working in special ad hoc committees. These include a final review of the assessment plan (3rd edition), developing assessment guidelines for school website publication (e.g., what is posted), developing assessment guidelines for inquires for studies/information, suggesting modifications to the assessment website (i.e., how to present the information), and solidifying a school climate survey(s) to be administered in 2012-2013. Members were able to rank order their preference for the ad hoc committees. Additionally information will be sent via email.

Fine-tuning the Neag Assessment Plan (3rd edition)

A quick background on the assessment plan was given to the committee. It was noted that the plan is slated to be updated every three years (2011, 2014, 2017 etc). Minor modifications are planned for the 3rd edition, which should be distributed this fall. Mary then spoke about the two areas in the plan: the Neag Assessment Review Survey and the End-of-Year Concentration/Program Report. The committee then discussed and made a number of decisions. First, they decided that they wanted the End-of-Year Concentration/Program Report in separate documents rather than one large document with appendices attached. Next, they decided the Neag Assessment Plan be evaluated by both the committee and faculty; this should be done every three years and as needed. Lastly, they decided that the End-of-Year Concentration/Program Report would be done annually.

Neag Student Database System

Members receive an update on the graduate school seeking an online application process Scheduled for November implementation, the graduate school is getting a completely new application system. This new system will allow students to upload documents; the graduate school will no longer have to scan documents to enter them into the system. Members were also given details on how the new system will be integrated with other school application systems. The hope is that an integrated application system will streamline the process and bring in more applications.

Assessment Research

The group established a vision and mission at their spring meeting. In looking forward to the next five years, the Assessment Office will move more into “Assessment Research.” For example, a future study could look at attrition rates between teachers who graduated from the IB/M program and those who graduate from other schools. In addition, for recruiting purposes, one member talked about presenting demographic information about teacher salaries, what kind of background they came from, and where they are working now, etc. A draft of the assessment projects now being planning were distributed and discussed.
Through the Year and Wrap-up

The group decided that the follow-up Ad Hoc committee work would come via e-mail. The 3rd edition of the Neag School of Education Assessment Plan ad hoc group will review the document and then it will be published. All committee members are then asked to share it with their respective department. When other Ad Hoc committees have completed their work, information will be disseminated to all committee members for feedback. The ad hoc group will then honor colleagues requests. At the spring meeting, the recommendations will be consider by the entire committee.