

CIA Meeting Minutes

Date: Friday, February 19, 2016

Time: 9-10:15 a.m.

Room: SC 206

Present: Marcia Beukelman, Michael Kurowski, NancyRuth Leibold, Alan Matzner, Monica Miller, Nadine Schmidt. **Guest:** Sharon Kabes

- With Teresa unable to do administrative work due to illness, Monica was emailed and asked to organize the meeting.
- Many of the required attendees were unable to make it to this meeting because they were attending Admitted Student Day.

Dr. Sharon Kabes on Assessment for M.A.s in Education:

- There are certain procedures that need to be done for the grad programs in education that are conducted on campus. This includes requiring students to make a portfolio and following the national teaching standards. All of the program's courses are aligned to these standards. All students take three courses for their action research projects. Students' final portfolios are presented and evaluated by the professor. These classes are evaluated along the way. Students are also given a survey after graduation. The data collected from this survey is then analyzed.
- Students who take the classes off campus are receiving the same learning process. These classes are aligned to the national teaching standards, and progress is monitored along the way. Professors meet with students in person on a weekend once a month. Sharon says that there is a tremendous amount of personal reflection on the students' growth throughout the program. There are three surveys: environmental, professional development, and facilitation. Once feedback from these surveys are in, the data is reviewed, and adjustments are made based on the feedback. Results are scored on a Likert scale. The most common score is a 3-4. There is a high response in both programs.
- Changes have been made to the on campus programs based on these survey results. One of these is that there was a need for more online classes. The addition of more online classes were added to meet student needs. Presentations can now be made via technology. Emphases in English and math have also been added based on feedback.
- For off campus students there is an end of year conference. Here, research is presented to first-year students. Portfolio reviews are held by the professor and a co-facilitator. This is a 45-minute presentation. All portfolios are stored on LiveText.
- The learning community model has been in place since 1998. The facilitator is able to look at the surveys within these communities. From the surveys, it was found that students wanted a path to get into school administrations. From this, the Administrative Licensure program was developed. A post-Masters certificate is built in after program completion. Students have a choice of getting a certificate or an education specialist degree.

- Sharon says that when the Higher Learning Commission was here, they did not look at all of their assessment materials, so they went back to evaluate it. The Administrative Licensure program is monitored by the board of education.

NancyRuth Leibold Reports on Sample Assessment Tests:

- Once the tools were requested, NancyRuth was sent a link to them. She had to sign a contract that she would not share them in any way. She isn't sure who should look at it. She sent the information to Teresa.
- NancyRuth has not looked at the sample tests too much because she is only allowed a certain number of looks. The time frame for these tests expire tomorrow (Feb. 20). An extension is needed.

Mini Grant Proposal:

- Dr. Jos Ullian had requested a mini grant of \$200. The attendees and Teresa believe that the grant should be funded. However, because there are not many voting members at the meeting, Michael suggested that the vote should wait. Monica suggested that the vote can be done over email. This had been done in the past when Betsy was the chair.
- Monica said that the Provost had a concern with this grant that needed to be addressed before it gets decided. This was regarding how the costs were going to be defrayed each year. Is the grant for just this year, and are they going to be applying for it every year? The committee will get some clarification from Jos on this. After that, Monica will email the group.
- If the mini grant is approved and receives funding, Marcia needs to draw \$200 from the CIA account and placed in an account that Jos can draw from. An award letter would then need to be sent to Jos, noting the new account number and the dollar amount of the award.

Assessment Academy Project Progress:

- The Assessment Academy project will continue to proceed. Over the last three weeks, it was hard for the groups to meet because of the weather and snow days. Groups are trying to catch up now. Alan suspects there will be a flurry of activity closer to the deadline. Alan will ask the Provost who to send items to. Nadine said she met with Art and Theatre. She is in good shape for being on schedule. Nadine says that Dr. Ginocchio's matrix is complete.
- The meeting concluded at 9:43.