

**College of Education
Professional Education Faculty**

Meeting Minutes for November 4, 2020, 1:30 pm

Hosted by the CoE Assessment Committee Members:

SPEL: Dr. Rene Buress, Dr. Michelle Conrad (Co-Chair), Mr. Mike Pantleo

SOTL: Dr. Joanie Hartnett, Dr. Lisa Robbins, Dr. Karrie Snider (Co-Chair)

Ex-Officio: Ann McCoy (Associate Dean), Peyton Taylor (Student Representative)

The following people were in attendance for this meeting:

| | | |
|--------------------------|--------------------|---------------------|
| Ahmadibasir, Mohammad | Gilhooly, Daniel | Maxcy, Lane |
| Amos, Michelle | Glasgow, Linda | McCoy, Ann |
| Atkins, Charlene | Greinke, Russell | Montgomery, Gregory |
| Beggs, Meredith | Gremaud, Krystle | Nance, Starlynn |
| Brunkhorst, Michael | Hancock, Beth | Pagnani, Alexander |
| Burress, Rene | Hartnett, Mary | Pantleo, Michael |
| Butterfield, Dawna | Hays, Lauren | Pickett, Karen |
| Cannon, Marilyn | Hentges, Julie | Porta, Lea |
| Conrad, Michelle | Hutchinson, Sandy | Robbins, Lisa |
| Danley, Angela | Jeffries, Chalice | Russell, Henry |
| Dieckman, Andrea | Kammer, Jenna | Sadler, Shelly |
| Docheff, Dennis | Kerr Sims, Shantia | Schuler, Kristina |
| Earles-Vollrath, Theresa | Kitson, Christina | Smart, Lesi |
| Elliott, Michael | Larsen, Jill | Thomas, Doug |
| Ely, Morgan | Lee, James | Thomas, Matt |
| Enderle, Mark | Lee, Robert | Tye, Natalie |
| Fizer, Donna | Loman, Karen | Washer, Barton |
| Forth, Nancy | Luehrman, Mick | Watkins, Larae |
| Gilbert, Angela | Lynch, Brandy | Yao, Yuankun |

1. **Welcome** - Dr. Karrie Snider
2. **CoE updates** - Dr. Robert Lee, Dean & Dr. Ann McCoy, Associate Dean
 - Updates from Lee:
 - Agenda items for this meeting were discussed with Snider to ensure they align with those being discussed by the TEC.
 - We are already self-reflective educators and as such we already consider all aspects of the teaching and learning process – working to address and improve student learning – this, inherently is just what good teachers do.
 - We are moving toward the creation of a “culture of assessment” here. That is, let us not do this work for accreditation (be in CAEP or HLC) or our APRCs – rather that we employ accountable measures that couple together and document our reflections together with our improvement plans to ensure SLOs are met.
 - There are many aspects and variations to what makes for a good assessment, but to really establish a culture of assessment, we must have faculty-led assessment and ownership of assessment programs; practical assessment plans; systematic assessment, rather than chasing accreditation deadlines; and SLOs for all courses and programs.

- The Dean is committed to providing support and encouragement and will include assessment in plans and budgets, and that we will support PD and other engagements/meetings and forums such as this where the focus of our time together will be on our assessment.
- Updates from McCoy:
 - Field experiences will again be virtual and have limited contact given the pandemic. Some districts have expressed that they do not want to have student teachers so some students may not get their desired placements as a result. The plan for supervision will be the same as we used in the Fall.
 - Pearson has created online options for the MoGEA and MoCA exams to facilitate testing within social distancing limitations. These will have specific requirements so students may need assistance with doing this. Details on the security measures to prevent cheating are uncertain but managed by Pearson.
 - Proposed rule change to eliminate the required cumulative GPA for certification while still keeping the content/major GPA requirements.
- 3. **Assessment Committee updates** - Dr. Michelle Conrad & Dr. Joanie Hartnett
 - Looking at making a comprehensive assessment calendar to provide clarity in communication and timelines for expectations.
 - There is a new assessment rubric being released which the CoE was able to pilot so we have had a chance to provide feedback. This will be released in the Spring to all colleges.
 - Neuventive will be replacing Tk20 and is being set up by the Assessment Coordinator. Training will be held in the near future. The system should assist with CAEP.
 - The Assessment Committee will be sending out a survey shortly before the Thanksgiving Break to inform collaborative data workshops in the Spring semester to share best practices and data.
- 4. **Accreditation update** - Dr. Ann McCoy
 - Timeline for CAEP Accreditation will be added to the assessment calendar.
 - Subgroups
 - One group is examining ways to help reduce Zoom fatigue.
 - CAEP does include more assessment of diversity than in previous years.
 - One group is examining technology that districts are using to help inform the technology that we expose our students to.
 - Advanced programs will be examined only for those that lead to certification and will use a new dispositions assessment.
 - Undergraduate programs will now implement writing assessments and will be examined by a Clinical Services Advisory Board. Work is also being done on developing surveys to predict shortage areas.
 - Writing assessment for undergrads - Ms. Krystle Gremaud
 - Three areas have been identified for writing assessment collection to show growth for accreditation. There is no standardized assessment available that will meet the needs of our College.
 - Assessments will be collected in EDSP 2100 at the entry-level, midlevel in EDFL 2250, and then the Teacher Work Sample during student teaching will be used for the final level.
 - The rubric will use the six traits of writing standards.
 - Assessment will start this Spring using a random sample of 20% of the students for the pilot study. All student personal information will be kept anonymous.

- Volunteers will be solicited for evaluating to provide two raters for each sample for validity.
- Student Teaching Exit Survey
 - A new Blackboard community has been created to collect data from student teachers using an online survey “test.” All of the students currently student teaching have been added to that group. They will receive a survey link later in the semester.
 - All questions are based on the Missouri Student Teacher Standards using a Likert scale. The assessment includes questions on technology and diversity.
 - Survey results will be able to uploaded directly into Neuvective for data collection and analysis.
- 5. **First-Year Teacher Data** - Dr. Ann McCoy & Dr. Rene Bures
 - DESE surveys our graduates during their first year of teaching and provides that data to Educator Preparation Programs (EPPs) for assessment of our students and our programs. The data is not aggregated by the program but can provide unit-wide assessments and information on whole program changes.
 - Data will be in a Google Doc and shared with CoE personnel. It not only includes the students but also their supervisors and compares to all EPPs across Missouri.
 - Graphic trends of the data are included in the assessment documents that provide the past 5 years’ data.
 - A survey will be included with the link to the data to solicit feedback and recommendations from CoE faculty to be completed by November 30.
- 6. **TEC updates** - Dr. Karrie Snider
 - The TEC serves as the executive board for the PEF. Names of current CoE representatives on the TEC were provided along with an explanation of what the TEC does for the PEF and the students.
- 7. **Other Discussion**
 - The plan is to have additional PEF meetings going forward to provide a more collaborative teacher education atmosphere in our College and University.

Reminders: be looking for two surveys:

- One will be sent from Bures in the next week regarding First-Year Teacher Data and is due November 30.
- One will be sent around Thanksgiving and will collect data for the Assessment Committee.

Respectfully submitted,
Rachel Clements
Administrative Assistant to the Dean
College of Education

**College of Education
Professional Education Faculty**

Meeting Minutes for April 15, 2021, 2:00 pm

Hosted by the CoE Assessment Committee Members:

SPEL: Dr. Rene Bures, Dr. Michelle Conrad (Co-Chair), Dr. Mike Pantleo

SOTL: Dr. Joanie Hartnett, Dr. Lisa Robbins, Dr. Karrie Snider (Co-Chair)

Ex-Officio: Ann McCoy (Associate Dean)

The following people were in attendance for this meeting:

| | | |
|--------------------|-------------------|--------------------|
| Atkins, Charlene | Greinke, Russell | McDonald, Bryan |
| Aylesworth, Cheryl | Gremaud, Krystle | Mollenkamp, Julie |
| Beggs, Meredith | Hartnett, Joanie | Nance, Starlynn |
| Brookshier, Jana | Hays, Lauren | Pagnani, Alexander |
| Brown, Terrell | Hill, Marc | Pantleo, Michael |
| Burress, Rene | Jeffries, Chalice | Phillips, Lucy |
| Butterfield, Dawna | Jenkins, Sandy | Robbins, Lisa |
| Cochran, Lori | Kammer, Jenna | Snider, Karrie |
| Conrad, Michelle | Kitson, Christina | Thomas, Matt |
| Cox, Jan | Larsen, Jill | Thomas, Doug |
| Danley, Angela | Lee, Robert | Tye, Natalie |
| Docheff, Dennis | Luehrman, Mick | Walsh, Linda |
| Erdogan, Nabat | Lynch, Brandy | Watkins, Larae |
| Fizer, Donna | Martin, Barbara | White, Gail |
| Forth, Nancy | Maxcy, Lane | Williams, Carla |
| Freeman, Nicole | McCoy, Ann | Yao, Yuankun |

1. Welcome

- [Agenda/presentation slides](#)

2. Culture of Assessment Survey Results and Planning for the Future updates

- [Culture of Assessment Survey Results 2020-21 Final](#)
- Snider provided information on the results of the survey that was administered previously, including feedback received via open qualitative responses and the general principles identified through those responses. They identified three major elements that will become guidelines for the future.
 - More information and clarification around the CQI process.
 - Technology implementation.
 - Professional development to increase knowledge and fidelity of assessment practices
- The meeting attendees were separated into breakout groups to discuss questions about assessment. The notes from those groups were shared with the assessment committee for use with CAEP preparations.

3. CAEP Updates and Looking Ahead

- There are new standards for both initial and advanced programs. This will allow the university to submit transition plans as we move to new standards.

Technology and diversity will no longer be reported separately and are now part of other standards.

- McCoy provided the names of the members of the CAEP subgroups for the standards.
 - Standard 1 - assessment of lesson plans created by students with variation by subject matter and grade level while including common elements and documentation of technology choices and usage
 - Standard 2 - assessment of clinical practices, including revision of the clinical handbook and collection of demographic data for cooperating teachers
 - Standard 4 - assessment of classroom effectiveness through a case study of teachers who are recent completers in the Independence School District
 - Diversity - this standard is now incorporated into other standards so this group is exploring methods of gathering diversity information across programs
 - Technology - has been collecting data on technology use including equipment and software being used and how it is being used in the classroom and by students individually in an effort to identify the most beneficial way to help teachers align with technology standards through pre-service teacher education
 - Writing Assessment - a pilot writing assessment has been developed and is being implemented this semester across three courses to establish different levels of writing assessment. CAEP is no longer requiring the data to be collected the way it is being gathered but the assessment will continue to provide information for institutional use.

4. Revisiting our Conceptual Framework

- [Conceptual Framework Link](#)
- The conceptual framework is being revisited to provide a review of the current belief statement, mission, and diagram.
 - The meeting attendees were separated into breakout groups to discuss and identify what knowledge, skills, and dispositions they expect competent teachers to have.

5. Questions and Wrapup

- Moving forward, the expectation is to have more data and information available to share for the next meeting. This will ideally allow the identification of people within the PEF who can help with preparing materials for the next part of the assessments.
- With regard to the meeting schedule, the expectation is that there will continue to be one meeting per semester until we are closer to the actual CAEP review time when the frequency of meetings may increase.

Respectfully submitted,
Rachel Clements
Administrative Assistant to the Dean
College of Education

**College of Education
Professional Education Faculty**

Meeting Minutes for September 1, 2021, 2:00 pm

The following people were in attendance for this meeting:

| | | |
|-------------------------|-------------------|-----------------|
| Michelle Amos | Beth Hancock | Star Nance |
| Charlene Atkins | Joanie Hartnett | Alex Pagnani |
| Mo Basir | Lauren Hays | Mike Pantleo |
| Amanda Brewer | Julie Hentges | Lucy Phillips |
| René Burress | Lana Hopping | Anthony Pursell |
| Janet Bryan | Sandy Jenkins | Lisa Robbins |
| Michelle Conrad | Odin Jurkowski | Lesi Smart |
| Angela Danley | Jenna Kammer | Karrie Snider |
| Andi Dieckman | Shantia Kerr Sims | Doug Thomas |
| Carol Dunn | Lane Maxcy | Matt Thomas |
| Theresa Earles-Vollrath | Ann McCoy | Natalie Tye |
| Nancy Forth | Bryan McDonald | Larae Watkins |
| Nikki Freeman | Brad Mears | Yuankun Yao |
| Krystle Gremaud | Gregg Montgomery | Brandy Lynch |

- 1. Welcome**
 - Agenda/presentation slides
- 2. College of Education and Educator Preparation Program (EPP) updates**
 - CAEP timeline
 - Fall 2021 - drafts for self-study and feedback
 - Spring 2022 - revise self-study
 - Late Spring 2022 - submit self-study
 - April 16-18, 2023 - site visit
 - We will need minutes from advisory board meetings, McCoy will share a Google Folder for minutes to be submitted
- 3. EPP Mission, Vision, and Goals**
 - Here is a link to our revised mission, vision, and goals. Please take a look as we will be asking for feedback and suggestions. [Mission, Vision, Goals](#)
- 4. Clinical Services Updates**
 - Matrix Updates - no longer required to go to DESE unless brand new programs
 - Dieckman has a guide for how to work with matrices and courses not on them and keeping them updated for our records should DESE ask for them
 - Links will be in the presentation file
 - The goal is to strengthen collaboration between Clinical Services and the faculty to help drive student certification
 - The office is trying to move to digital to make files more accessible and processing more efficient
 - Links to the instructions will be in the presentation files but are NOT to be shared with students
- 5. Assessment Website**
 - Nuventive update
 - The timeline will include measures and two years of data (AY20 & AY21) entered by October 30

- College Committee program reviews due by November 30
 - Program assessment plans are due October 30 in Nuventive
 - We now have a Blackboard site for assessment resources! We will be asking you to suggest resources you would find helpful.
6. Student teaching data - Here are links to two documents with student teaching data from last year. During the meeting we will be sharing the process we will use to gather your feedback and recommendations. (Library Science students are not included in the data linked below. I will add that data and reshare it soon!)
- [2020-21 Student Teaching Data](#)
 - [Spring 2021 Disaggregated ST Data](#)

Respectfully submitted,
Rachel Clements
Administrative Assistant to the Dean
College of Education

**College of Education
Professional Education Faculty**

Meeting Minutes for February 9, 2022, 1:30 pm

Hosted by the CoE Assessment Committee Members:

SPEL: Dr. René Bures, Dr. Michelle Conrad, Dr. Mike Pantleo

SOTL: Dr. Joanie Hartnett, Dr. Lisa Robbins, Dr. Karrie Snider (Chair)

Ex-Officio: Ann McCoy (Associate Dean)

The following people were in attendance for this meeting:

Amos, Michelle
Bias, Kenneth
Brewer, Amanda
Brown, Terrell
Brunkhorst, Michael
Cannon, Marilyn
Danley, Angela
Dieckman, Andi
Dunn, Carol
Earles-Vollrath, Theresa
Ely, Morgan
Erdogan, Nabat

Forth, Nancy
Gilbert, Angela
Gilhooly, Daniel
Gremaud, Krystle
Hays, Lauren
Hentges, Julie
Hopping, Lana
Jurkowski, Odin
Kammer, Janna
Kerr Sims, Shantia
Kitson, Christina
Lee, James

Lynch, Brandy
Maxcy, Lane
Montgomery, Gregory
Pagnani, Alexander
Pickett, Karen
Smart, Lesi
Thomas, Matt
Tye, Natalie
Watkins, Larae
Williams, Carla
Yao, Yuankun

1. Welcome and overview of agenda

- Dr. Karrie Snider welcomed everyone to the meeting and thanked everyone for their participation.
- A brief overview of the agenda was provided.

2. EPP updates

- Recruitment Grant - Dr. Ann McCoy
 - DESE has awarded \$40,000 in collaboration with the RPDC to recruit new undergraduate students. This will benefit all of our programs because our undergraduate students tend to come back and become our graduate students.
 - We have been recording “Why I Teach” videos to help with our recruitment efforts as well to provide new teachers with inspiration
 - We will be hosting Teach It Forward on February 25th. This is a conference for interested potential students, current students, and new teachers.
 - We will be reaching out to area school districts to see how we can support them. We will be asking faculty to help with these efforts. This could include Teacher Signing events such as those done for future athletics students.
 - We would like to engage current students to go to their alma maters and serve as recruitment ambassadors.

3. CAEP updates

- Thank you! - Dr. Ann McCoy
 - There is still a lot of work to be done but so much has been done already.
 - Our self-study is due at the end of Spring 2022.
 - We will spend AY23 preparing for the site visit, which will happen in April 2023.
- PC Survey - Dr. Lisa Robbins
 - Advisory board meeting minutes will be necessary for more than just CAEP. These can be shared either by the PC survey Google Form or by dropping it into a shared Google Drive folder.
 - Minutes for both undergraduate and graduate programs are requested.
 - Questions should be addressed to Robbins regarding this part of the process.

4. Quality Assurance/Continuous Improvement Process

- Unit-wide data cycle/CIP update - Dr. Ann McCoy
 - Data is compiled at the end of each semester and then shared with stakeholder groups. This is done to get feedback from them, identify trends, and solicit recommendations.
 - This cycle also happens at the program level.
- CIP graphic - Dr. Rene Burress
 - This graphic has been created to familiarize CoE personnel and stakeholders with the parallel processes for continuous improvement.
 - This graphic will be used College-wide.
- EPP Transition graphic - Dr. Lisa Robbins
 - This graphic will be used to illustrate the process from incoming student to teacher certification.
 - Questions and feedback regarding how to share this with faculty, advisory committee members, and students are encouraged.
 - Changes should not be made to this graphic but rather used as a starting point to develop similar for the programs within the College.
- Questions from participants:
 - Tye: "In field and clinical handbooks, in halls and classrooms, on website"
 - Hentges: "How much data do you need? 100% of students; a percentage of the students...Does that make sense?"
 - Concerning the question on how to ensure students know where to find our new graphics.
 - Ideally, the new items will be included in syllabi or on course Blackboard sites to allow students to have easy, repeated access to the graphic for personal reference.
 - Providing faculty and academic advisors with a copy is another way to ensure students are advised accurately for the sequence. This would also help advise transfer students and help them figure out where along the process they are.

5. Student Teacher Work Sample Break Out Groups

- STWS Update - Dr. René Burress
 - This is a unit-wide assessment (ALL teacher education programs, not just in the CoE) that will be used for all student teachers in all programs.
 - The assessment is broken into four sections and one of the things different from the previous CAEP cycle is the need to demonstrate more

robust reliability and accountability. This is being adopted to meet these needs and has been approved by the TEC.

- STWS Breakout Room Small Group brainstorming
 - Question to be considered:
 - What do we do in our programs/courses that prepare our students for success on these components? (introducing or developing these ideas knowing that mastery is expected at program completion)
 - Group 1 Feedback
 -
 - Group 2 Feedback
 -
 - Group 3 Feedback
 - <https://docs.google.com/document/d/1fMwWR7AMEMxeaTn7dtcUe3cupR04mgZY/>

6. Final Announcements & Reminders

- In Blackboard, in the Organizations section, we now have a College of Education Culture of Assessment section.
 - It already has a lot of good information in it and more will be added.
 - If you do not have access, contact Robbins or Snider to be added to that Organization.
 - This will allow easy, centralized access to assessment-related materials.
- All graphics and links will be shared with the College following the meeting.

Respectfully submitted,
Rachel Clements
Administrative Assistant to the Dean
College of Education