Assessment Committee

Meeting Agenda: 3/12/21

1. Assessment Committee Bylaws
   a. Changes
   b. Additions
2. Setting Future Meeting Dates
3. Identification of Needs Survey
4. UM Box Location

Intro
- Went Over Agenda
- **Present for Meeting:** Sara Platt, Hailey Hamil (notes), Douglas Davis, Stephen Lenz, Diane Lowry, Joe Sweeney, Ellen Foster, Macey Edmundson, Jan Mays, Joel Amidon

Assessment Committee Bylaws
- Original Suggested Changes:
  1. **Change** "A tenured faculty member in the School of Education shall chair the committee" to a **"clinical faculty member, tenured faculty member, or tenure-track Faculty Member may chair the committee."**
  2. **Change** "up to six tenured or tenure-track faculty representatives" to **"up to 10 clinical, tenured, or tenure-track faculty representatives"**
  3. **Remove** the statement "The Director of Assessment will serve as a voting, ex-officio member of the committee."
     - Ellen Foster- "Redundant; no vote necessary"
  4. **Add** the "Assistant Director of Assessment will chair the Assessment Committee."
     - Ellen Foster- "Necessary because new position"
     - Douglas Davis- "Addressing Items 4 and 7: Faculty Input on committees is not always used (dependant on committee); admin is chair and then members are picked by admin. and people may find that problematic"
     - Foster- 4 is problematic; Suggests having a Representative and Alternate suggested from a chair that's selected within the committee and Platt serves as ex-officio
     - Suggestion by Douglas Davis for proposed change to 4: The Director of Assessment will nominate an individual for committee approval for position of Chairperson"
     - Ellen Foster: Role of the Director or Assistant Director needs a clarified definition; Ex officio non voting member is suggested:
       i. Non-voting or voting member?

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    ii. Suggested by Ellen: voting in event of a tie like the house rule?

5. **Remove** "The Dean and Associate Dean will attend meetings in an ex-officio, non-voting capacity.
   - Ellen Foster- "Redundant: Housekeeping"
6. **Change** "administrative staff working with assessment or teacher licensure may be included in committee membership or meetings as needed" **to "SOE administration or staff working with assessment or licensure may be included in meetings as needed"**
   - Ellen Foster- "Also Housekeeping"
7. **Add Member Selection:** "Members of the committee are selected by the director of the assessment and assistant director of assessment if a current member leaves the university or cannot fulfill their duties a replacement will be appointed to complete their term"
   - Douglas Davis- "Addressing Items 4 and 7: Faculty Input on committees is not always used (dependant on committee); admin is chair and then members are picked by admin. and people may find that problematic"
   - Stephen Lenz- Membership to committee possibly be selected by department: give faculty voice in representatives of committee
     - i. Alternative Solution to 7: Possibly the Assessment committee invites/nominates for the faculty to affirm or deny the choice
     - ii. Foster Agrees with the shared transparency on 7
   - Stephen Lenz- Faculty should be able to endorse the nominations from the assessment office about members selections
   - **Committee Rewords 7 to "Add Member Selection:** Nomination for the Assessment Committee would of department or unit for approval"
8. **Change term:** "two years" **to "three years with the option to serve multiple terms consecutively"**
   - Ellen Foster- "More consistent with other campus committees"
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Midpoint Meeting Bylaw Changes: What will be voted on

1. Updated: Change: "A tenured faculty member in the School of Ed shall chair the committee" to a clinical faculty member, tenured faculty member, or tenure-track faculty member may chair the committee."
2. Updated: Change: "up to six tenured or tenure-track faculty representatives" to " up to 10 clinical, tenured, or tenure-track faculty representatives."
3. Updated: Change: " the statement "the Assistant Director of Assessment will serve as a voting, ex-officio member of the committee"

4. Updated: Add "the Dir. of Assessment will nominate an individual for Committee Chair to be approved by the committee"
5. Remove number 5 because it's housekeeping
6. 6 is also housekeeping
7. 7 is being taken out and replaced with: "Add Member Selection: Assessment Office will make a Nomination for the Assessment Committee that would go to the department or unit for approval"
8. Change: From Members will be appointed to "selected from"
9. Change Term: "two years" to " three years with the option to serve multiple terms"

Platt makes motion to accept all changes and additions to the bylaws
Ellen Foster moves to approve the changes as they've been discussed in the meeting
Douglas Seconds
All approve

Future Meeting Dates Proposal- Platt:
- Beginning of the semester and end of a semester
- 1st: to talk about upcoming assessments and review previous assessments results
    - Use Box as a communication tool for what to talk about for the next meeting- Platt
- 2nd:
    - Is the end of a semester too late to have actionable items?- Ellen
    - Joel- Using the data and getting the data, so maybe change to mid semester so they can facilitate change in their branches of school of ed.
        - Platt Agrees with change; Rest of group gave thumbs up
Conclusion: Meetings are now at Beginning and middle of the semester
    Do we want an extra one this semester, since they started in the middle?- Platt
        Joel says yes: about what to anticipate for next year

Critical Needs Questionnaire- will help guide future discussions (SOE Assessment Committee Completed)
    What critical needs do you see in regard to SOE?
    What data should we be collecting but we aren't currently?
    How can we best involve faculty/staff in UNDERSTANDING and USING data in SOE?
    https://docs.google.com/forms/d/e/1FAIpQLScPAvk0IcFOSKFrELkPXPHjDI4vfRwLW-ibVEOUEqI0vErFDg/viewform?usp=sf_link
Wrap up: Doodle Poll for next team meeting and will create Assessment Committee BOX and collect results of poll