CAEP Unit Assessment Committee
Meeting
Tuesday April 11, 2017
Summary Notes

Members present: Tracey Hasbun, Stacy Hendricks, Frank Mullins, Heather Olsen Beal, Barbara Qualls, Pauline Sampson, Nancy Shepherd, Kathleen Sheriff, Christina Sinclair, Jo Taylor, Liz Vaughan, Tingting Xu

Unable to attend: Jared Barnes, Lesa Beverly, Deborah Buswell, Cala Coats, Marc Guidry, Chris Sams

Members reviewed and accepted the minutes from the previous meeting with the following change: The date on the sixth bullet point be 12-08-16.

Review CAEP timeline
- Onsite visit Spring 2021
- Goal is to collect unit data for the next 3 years
  - Dr. Sinclair will check to see if CAEP will review each assessment and report back.
- SPAs due March 15, 2018
- Dr. Sinclair, Carrie Baker and Joe Strahl will begin meeting with SPA writers to provide support.

Review initial standards and assessments
- All unit level initial assessments are being used each semester.
- Dr. Vaughan indicated admission to EPP, content test, exit survey could be used for Standard 3.4 – Benchmarks.
- Dr. Sinclair asked if the PCOE Ethics Training could or should be used for CAEP– 3.6, documentation of Code of Ethics.
  - Dr. Hasbun asked – how do we document that they understand?
  - Dr. Sinclair – Indicated questions could be developed.
  - Dr. Vaughan said ethics is part of the PPR exam therefore could be used for CAEP Standard 3.6.
  - Dr. Qualls asked if since advanced program students have passed the PPR for initial certification, will that count for the principal program?
- Dr. Sinclair indicated there is not a clear way to do it; it is up to us to decide how we want to do this.
  - Dr. Sinclair pointed out that currently when candidates accept their admission to EPP they are asked to indicate they have read and will adhere to the code of ethics.
  - Dr. Sheriff mentioned she thought we needed a way to show that “on this date” the student understood they would be dismissed if they violated the code of ethics.
  - Drs. Sampson and Vaughan pointed out if the Ethics Training Seminar was used it needs to be embedded in the online coursework.
Dr. Olsen Beal indicated faculty in the department are not interested because they already offer this (ethics information) in their classes.

Dr. Qualls indicated there is another component for advanced programs – how to monitor and enforce this at the administrative level?

CAEP – Scope of accreditation for advanced-level programs
- Focus on professional certifications (advanced programs)
- Programs not reviewed by CAEP include anything that does not result in certification or licensure.

Advanced standards evidence source
- Dr. Sinclair indicated we needed to keep making progress on advanced program unit assessment identification.
- Dr. Sampson indicated the initial level work sample and dispositions rubrics; were tweaked and will be used.
- Dr. Sinclair indicated the CAEP committee does finally need to approve the advanced unit assessments but that this could occur electronically.

Data day suggestions
- Dr. Sheriff said they cannot find data because they are coded with SPED.
- Dr. Vaughan indicated data should be pulled out by concentration area and that SPE 443 – LiveText data should be separated out by program.
- The Office of Assessment and Accountability will work on getting these data.
- Data Day needs to focus on the big picture.