

CAEP Unit Assessment Committee
Advanced Programs Meeting
November 15, 2016

Present: Heather Olsen-Beal, Brandon Fox, Paige Mask, Frank Mullins, Jannah Nerren, Le'Ann Solmonson, Liz Vaughan

Representatives from the advanced certification educator preparation programs met to discuss the CAEP unit assessments for advanced programs.

Discussion:

- The initial certification program unit assessments have been created and are in use.
- It would be helpful for the advanced programs to build on the initial programs' work, selecting unit assessments that fit both initial and advanced programs for use.
- The following unit assessments are acceptable by the group for use with the advanced programs:
 - Program Completer Evaluation of Program
 - Cooperating Teacher / Mentor Evaluation of Candidate Performance
- Those present at the meeting discussed the Dispositions Instrument and Work Sample Rubric. It was decided by the following programs that they would use the existing Dispositions Instrument (completed by candidate, field supervisors, and mentors), but would adjust slightly to make it appropriate for each individual program. This would entail minor word changes, additions of professional standards, etc. It is not necessary for every program to use the identical instrument.
- Programs that approved using the existing Dispositions Instrument Work Sample rubrics with minor changes are:
 - a. Ed Diag – make adjustments to rephrase to include online students
 - b. Counseling – in Dispositions, change code of ethics criteria to add “all applicable professional codes of ethics”
 - c. PBIC – will use both as is
- It was decided that Dr. Nerren would meet with the coordinators for the Principal and Superintendent preparation programs to decide if this was acceptable to them.
(*In follow up to this – Dr. Nerren met with Dr. Sampson and Dr. Qualls on 12-XX-16 and determined that they would each work with their programs to make minor adjustments to both the Dispositions Instrument and the Work Sample Rubric and begin use.)

Action Steps:

- The work sample rubric and the dispositions rubric will be sent electronically to each program coordinator to allow them to begin revisions.
- For future planning, preparation for Data Day should begin with a meeting before May to have a data discussion. Preferably, program chairs would give a day – each department decide if there is a need – and designate a program meeting to begin the data discussions.
- It would be helpful to create a data request form, perhaps using Qualtrics, to systemize the requesting and dissemination of data.
- Another suggestion for the future is to provide rubric samples that demonstrate best practices to programs.
- Data Day might be useful if it was set up (the afternoon portion) with a variety of offerings, much like conference sessions.