

**Reich College of Education
Administrative Council
Minutes
March 15, 2011, 10:00 am, Room #314 EDH, Greene-Oakes**

Members Present: Charles Duke (chair), Doris Jenkins, Dolly Farrell, Dick Riedl, Michael Jacobson, Monica Lambert, Ellen Carpenter, and Lee Baruth

Members Excused: Jim Killacky and Roma Angel

Guests: Georgie Donovan (Chair of SACS Accreditation), Bobbi Sharpe, and Rob Sanders

1. **Approve Minutes from February 22, 2011, Meeting:** Minutes were approved without any changes.
2. **Advancement Update- Dolly Farrell:** Dolly provided a handout of a Draft of the Campaign for the Reich College of Education, a handout of the Reich College of Education Donor Recognition Needs and a handout of the Special Events Calendar for 2011. Dedication of the building has been set for August 18th.
3. **Commencement Streamlining:** Major emphasis is on keeping it short.
4. **Review of Space in the New Building- Copiers, Access, Phones, etc.:** Held for the next meeting.
5. **Low Enrollment Issues:** Dr. Duke provided a handout on low enrollment classes. This issue is very important in terms of space. The targets for enrollment are undergraduate 15, graduate 10, and doctoral 5. Dr. Duke asked chairs to let him know if there are reasonable explanations for some of the low enrollments.
Expected enrollments need to be as accurate as possible.
We have some significant shifts in our off-campus programs. Dr. Duke will have Mary Englebert come over and discuss those shifts at a future meeting.
6. **Budget Update:** We do not have any further information about the budget.
7. **Other:**
 - **SACS:** Georgie Donovan (Chair of SACS Accreditation) and Bobbi Sharpe were at the meeting to discuss SACS Assessment. Georgie provided a handout on Rapid Response SACS Assessment Meetings and then went through the handout. She spoke about the SACS assessment process. There is a committee that looked to see if ASU is in compliance. We need to work on the student outcomes assessment. The SACS expectation is that we set out student outcome goals and look at the information we receive in regards to those outcomes. They are looking at the outcomes at the program level. We were out of compliance during the interim report and the follow up report. ASU is being monitored by SACS. Georgie will provide a plan for going forward. The college of education has had a major change because of the revisioning. We do not have data from the outcomes because we are just beginning to collect that data based on the new curricula. We are looking at proficiency because students have to meet all proficiency levels to proceed. We have to figure a way to show data on

outcomes because SACS does not really look at other standard changes. We would like to see what some other areas have done to comply with this process because that will help us prepare properly for this assessment. Georgie can direct us to some of the other acceptable standards responses. We want something from every program in TracDat so that we can provide that information to SACS. There are nine programs in the college of education that do not have anything in TracDat. It would be helpful to have a college committee review these standards. ASU is trying to be removed from the monitoring by SACS.

Georgie provided handouts on Assessment Impact by Goals. Each outcome needs to be measured with two assessments. If we can provide at least one of these do we have to have two? Georgie said we do not have to have two. She does however recommend that we have two goals, two outcomes of those goals, and one or two assessments of those outcomes for each standard. Georgie brought handouts and tools that members could pick up if they thought it would be helpful. The handouts and tools are listed on the first page of the Rapid Response handout. Georgie will send them by attachments to members as well. Doris Jenkins will get a copy of each of the handouts and share them as appropriate.

Does not meet standard, meets standard, or exceeds the standard is how we measure student performance. If everyone is ultimately proficient, then the goal is to get a percentage of everyone to exceed the standard.

Graduate- In some cases in the Masters Programs, the Product of Learning is the main capstone experience for the program. How do we address this issue? We may need to look at what they are doing to meet their product of learning like the skills they used and/or the processes they used to meet the standard. We think we have tried to do too much so we need to keep it simple and pick only a few things to assess.

Dr. Duke asked chairs how they wanted to proceed? We have nine programs that do not have anything listed in TracDat. We need to get a list of the nine programs from Georgie and get some information in the system. We also need to look at what we have in all of the programs. We need to make sure we have something for all of the programs. Undergraduate programs can use PRAXIS II data. We should look at where students fall in their actual score on the PRAXIS II test. Then we can use assessment two in there as well. Robert Dodd can provide this information as needed. We could look at GPA and set that as needed.

We need two indicators- one can be PRAXIS II and one can be content area GPA. Identify the key courses for a program. We will have a minimum but what percentage do we want to see move to a higher level. We have two weeks to prepare this information in TracDat. We have data from student teaching where there supervisors gave feedback on their student's performance.

Graduate Programs- The comprehensive exam and the Product of Learning are common among most graduate programs. We can do a follow up graduate survey as needed. We can plan to implement this in the spring of 2011. Dr. Jenkins needs to know the information chairs and program coordinators will need to proceed so that information can be pulled and provided. That information is needed quickly especially if the reports have to be run in Banner.

Two goals, two outcomes, and one or two assessments of those goals are what we are hoping to achieve in this process for each standard. We have a very short time frame. We should not go back more than one year.

- **Classroom availability:** Dr. Jenkins provided a handout on Professional Core Numbers for Possible Course Needs for Fall 2011 as of 3-14-11. Dr. Jenkins provided handouts on the rooms and availability in the new building. If you need to make any changes in classrooms, please look at the available rooms and get with Dr. Jenkins.
- **The Associate Dean's office will be sending out information to program coordinators as to where students are in their education.** This information will be provided electronically. Program coordinators will need to look at this information closely.

Next AC Meeting is scheduled for Tuesday, March 29, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes.