COE Assessment Summer/Fall Team Minutes
June 29, 2011

Present: Cindy Hail, Gerry Moseman, Denise Cunningham, Deanna Camp, Dennis Kear, Cathy Pearman, Char Berquist.

Absent: Tami Arthaud, Fred Groves, Jo Agnew-Tally

Minutes from the June 23 meeting were approved. Dean Kear will confirm the staff support for the next meeting to take minutes.

Dean Kear will be emailing to committee members:
  - Missouri First Year teachers survey results
  - The results of the PEU Survey of Employers

The committee reviewed the general goals/outcomes for the summer assessment team (SAT). It was decided that the SAT would concentrate on the tasks of conducting focus groups with employers and recent (1-3 years) graduates. To identify any other areas of missing data, SAT decided to email program leaders (both initial and advanced) and request they provide specific areas where they are lacking data for their individual programs. SAT will review these requests to determine how we can help secure data or identify personnel to help.

Char was asked to lead us in an understanding of and discussion of the focus groups and where she (along with the Center for Conflict Resolution) could facilitate the process. Focus groups offer rich data on impressions and perceptions. This is a large weak piece of the current assessment data for COE/NCATE/DESE. It was decided to have homogeneous focus groups with:

Who? Two major groups – employers; 1-3 year graduates; MAT.
How many? 8-12 target size for each focus group
Length? 1 ½ hours (1-2 hours)
When? Schedule a few in late July and the rest in August
       1-3 yr grads: Springfield(low SES/upper SES), suburban Springfield area, West Plains, Neosho/Joplin
       MAT: Springfield, Neosho/Joplin
Snacks? Snacks instead of a meal was decided
Invitations? Letter of invitation, email, and follow-up call and reminder was recommended
Incentives Gift certificates and overall larger incentives has been suggested

For the next meeting we will look at preparing the focus group questions, and identifying stakeholders to be invited. We will also draft a letter of invitation.
Committee members are asked to:
1. Review the examples of survey questions sent out with the agenda
2. Review the questions asked by DESE and PEU on their respective surveys
3. Draft potential focus group questions for 1-3 year graduates and advance graduate program completers
4. Draft some wording for a letter of invitation to participate in focus groups
5. Begin identifying potential participants (with input from individual program faculty)

Char recommended we complete the IRB process for the focus groups so data might be used in addition to unit needs. Cindy will begin that process.

Next meeting is scheduled for Wednesday, July 6 at 10:30 – 12 noon in 314 HH.
1. Approve minutes

2. Review organizational plan as submitted by Gerry

3. Review DESE and PEU data

4. Review any missing data reported to Dean Kear from program leaders

5. Decide on incentives

6. Decide on dates for focus groups and SAT committee member responsible for each time/date

7. Develop focus group questions

8. Draft a letter of invitation (and explanation) to possible participants