Approved

MINUTES from COE Summer Assessment Team, July 6, 2011.

Present: Cindy Hail, Gerry Moseman, Denise Cunningham, Deanne Camp, Dennis Kear, Cathy Pearman

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

1. Approve minutes

The minutes from June 29 were approved, with a minor correction of correcting the spelling of Deanne Camp’s name.

2. Review organizational plan as submitted by Gerry

It was decided to have 14 total focus groups for Candidates and Employers.

Candidates:

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<tr>
<th></th>
<th>1-3 yr. Undergrads</th>
<th>Grads</th>
<th>MAT</th>
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<tbody>
<tr>
<td>Springfield LSES</td>
<td>1</td>
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<tr>
<td>Springfield HSES</td>
<td>1</td>
<td></td>
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<tr>
<td>Neosho</td>
<td>1</td>
<td>1</td>
<td>1 (Joplin)</td>
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<tr>
<td>West Plains</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Spfld. Surrounding</td>
<td>1</td>
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Employers:

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<tbody>
<tr>
<td>Springfield</td>
<td>1</td>
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<tr>
<td>Springfield Surround</td>
<td>1</td>
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<tr>
<td>Neosho</td>
<td>1</td>
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<tr>
<td>West Plains</td>
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3. **Review DESE and PEU data**
   - The Committee requested that there be a link on the Website, and Dean Kear will check with Rob, our IT person.
   - Denise Cunningham wanted to make sure that Child & Family Development pieces are included. Another group to include should be the MS in Student Affairs. The Committee decided that they will need to be included.
   - Cindy Hail and Dean Kear will talk to Char Berquist and have graduate assistants go to a couple of group meetings in July 2011 and be trained as focus group leaders. SAT or one other COE faculty member will attend each focus meeting – taking notes and some little participation.
   - Cindy will look through seminar students for possible fall GA/research work and Dean Kear will also check into it.
   - SAT decided all work would need to be completed by mid September, 2011. The reports will need to be ready for the all faculty training session on assessment in September. Dean Kear stated that DESE reports need to be loaded for the team by Oct. 12, 2011.
   - Dean Kear clarified that Char will report back strengths and weaknesses after the meetings are transcribed for each focus group. Char or trained GAs from the Center for Conflict Resolution will facilitate the meetings. Dear Kear adds that a transcriptionist will be hired for the audio taped sessions. Also, focus groups will begin with a question protocol developed by SAT.
   - SAT decided that it would be more efficient to run more than one focus group at the same time. In West Plains and Neosho/Joplin, all focus groups for each respective site be held on the same evening. Times agreed upon were 6:30-8:00.
   - SAT discussed potential questions and areas for focus group discussions.

4. **Review any missing data reported to Dean Kear from program leaders**
   Sue George stated she is missing data from syllabi from COE, and Dean Kear will respond to her.

5. **Decide on incentives**
   SAT decided to give $10 gift certificates to the 140 in attendance and have a drawing for 6-$100 gift cards, for a total of $2000. Cindy Hail is going to check on getting the Visa Gift cards from Teacher’s CU.

6. **Decide on dates for focus groups and SAT committee member responsible for each time/date**
The groups will meet on Tuesday and Thursday evenings: Springfield at the South Library Center; Joplin in one of our buildings at Mo. Southern campus; Crowder College in Neosho. The initial program will go to Neosho.
- Snacks, maybe veggie tray, cookies, and beverages will be served.
- The meeting will be from 6:30-8:00.

7. **Develop focus group questions**

- Cathy Pearman suggested putting the key questions at the top to make sure essential questions are covered.
- SAT reaffirmed that the focus groups would need to cover broader perspectives than individual program feedback to provide Unit data.
- SAT members will work on focus group question protocol next meeting.

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

Discussion was postponed to next meeting.

9. **Assignments for next meeting.**

- SAT members were asked to contact folks in their departments to come up with lists of prospective people, candidates and employers for next meeting.
- Gerry Moseman will provide the new DESE standards.
- Gerry will find out when the next Superintendent meeting is.
- Cindy will draft a set of questions based on the new DESE standards and send out as a discussion starter.
- Cindy will contact Char about a template for Focus Group invitational letter.

The next SAT meeting will be July 13, 2011 in Hill 314, 10:30 a.m. to 12:00 p.m.