Minutes
Evaluation Committee
March 20, 2002

1. Bia shared her findings from the feedback on the pilot of the Mentor Survey and suggestions for changes were discussed.

2. Stacy gave an update on the revision of the Principal Survey. Using a stratified sample was discussed with stratification based on program and gender. The pilot this year will be sent to all principals of IUPUI first year teachers to determine possible return rates and size of future samples.

3. Beth shared a timeline for the remainder of the year’s Undergraduate UAS activities.

4. Charlie shared the results of the recent Alumni Survey.

5. The Program Evaluation Timeline was revisited and minor changes will be made by Linda.

6. A final version of a Plan to Assess UAS was shared and approved.

7. Linda shared some possible evidence for Standard Two for the NCATE visit and asked for further suggestions.
Evaluation Committee Meeting
Minutes

February 20, 2002

1. An initial schematics of a Graduate UAS was reviewed

2. A discussion on the components for a Plan to Assess the UAS was conducted. Linda is to take the suggestions and try to capture them in a schematic to share with the committee.

3. The Timeline for Undergraduate UAS was reviewed

4. Stacy gave an update on the revision of the Principal Survey.

5. The committee continues to discuss how to document candidate's effect on student learning?
Minutes
Evaluation Committee
January 24, 2002

1. Stacy and Linda will be responsible for sending out the Employer Survey.
   - Sent out in March 2002
   - Sent to Principals of students 1 year out of program
   - Name in letter not on survey
   - Code School corporation & gender on each form
   - 150 – 200
   - How often?

2. Charlie and Linda will collect the Faculty /Instructor Survey
   - Fall 2001 – pilot
   - Spring 2002
   - How often?

3. Beth will revise the Mentor Survey - Block 1-3
   - Spring 2002
   - How often?

4. Linda will distribute the Student Teaching Survey – Student Teachers & Supervising Teachers to university supervisors to distribute
   - Spring 2002
   - Random sample
   - Should any information be coded on survey?

5. The Formative Evaluation Plan was reviewed.

6. Other forms – Completion dates
   - Satisfaction Survey – Vic Borden
   - Alumni Survey – Vic Borden

7. We need to continue to work on an overall plan on how we will report and use this data.
Minutes of April 16, 2001
Evaluation Committee Meeting

Members Present: Morrone, Barman, Berghoff, Houser, D’Ambrosio

1. With consultation from Stacy Morrone, Charlie Barman re-submitted the exempt human subjects form with appropriate modifications to reflect the changes the committee has made in the evaluation procedures. Approval was received on April 10, 2001, from the IUPUI Institutional Review Board.

2. The committee reviewed the instrument developed by Barman and Morrone. The purpose of this instrument is to gain feedback about our students’ perceptions of their student teaching experience. Stacy has agreed to make changes in this instrument that were suggested by the committee.

3. The committee also reviewed the instrument developed by D’Ambrosio and Rosario. The purpose of this instrument is to obtain feedback from mentor teachers about their perceptions of the overall quality of the student teaching experience. Bia will revise this instrument based on comments from the committee.

4. The revisions of both instruments will be done before the 2001-2002 September meeting.

5. The first agenda item for next fall will be to establish a time-line for all of the instruments that will be used in the program evaluation.

6. We need to establish a data bank of all completed instruments. All individuals who were responsible for developing the final draft of a specific instrument, please send a copy to Charlie Barman electronically.

7. A time and place for the 2001-2002 September meeting will be announced prior to fall semester.
Minutes of the Evaluation Committee
March 19, 2001

Present: Barman, Berghoff, D’Ambrosio, Houser, Morrone, Rosario, and Wilcox

1. The first item of business was a discussion of the “Employer Survey.” The committee decided that it will be sent directly to employers of former students that are in their first year of their internship. A list of first year students is sent each fall to our Student Services Office. Stacy is in the process of revising the survey. When she has it revised, Beth and Chris will pilot it with a select group of principals. Hopefully the pilot will reveal whether the items on the survey are appropriate and whether it is the principal who should receive this instrument. The final form of the Employer Survey can’t be used until we receive approval from the Institutional Review Board (IRB) to use this instrument.

2. Regarding the IRB, the committee needs to re-submit our review to include any changes that have occurred in our evaluation procedures. Stacy and Charlie will revise and re-submit the IRB form.

3. The last item we discussed dealt with the evaluation procedures of the student teaching experience. After reviewing the current document, the committee unanimously agreed that two new instruments need to be developed. Therefore, Stacy and Charlie will work on a survey that will be distributed to students after their student teaching experience. A second survey dealing with the mentors’ perceptions of the student teaching experience will be drafted by Jose and Bia. These drafts will be ready for review for our next meeting.

4. Our next meeting will be April 16, 2001, from 1-3 pm. The room will be announced later.
Minutes
Evaluation Committee
February 26, 2001

Present: C. Barman, B. D’ambrosio, J. Rosario, S. Morrone

1. Stacy shared the revised form of the “follow-up survey” with the committee. She combined our original survey with the general items from Vic Borden’s office. The committee discussed possible ways this survey could be sent to employers and finally decided that we would try coordinating the mailing effort with Vic Borden’s office. Stacy agreed to make a few minor revisions and forward our survey to Michael Wince’s office. Charlie will discuss the dissemination of this instrument with Michael Wince.

2. The committee reviewed the data from the piloting of the Program Evaluation Survey that was administered to the elementary and secondary blocks in the fall. Generally, the elementary students had favorable comments towards the LT/TL program. The secondary students had problems giving a single rating to all of the instructors of one block. Based on the secondary student comments, the committee felt it might be better to change many of the items to “I statements” to reflect the students’ experiences in the blocks rather than to rate individual instructors. Therefore, the committee voted to revise the instrument and pilot it again during the spring semester.

3. The committee was unable to review of the student teaching survey at this meeting and, therefore, it will be placed on the agenda for the March meeting.

4. The next meeting is March 19, 2001, from 1-3 pm in the conference room.
Minutes of the January 24, 2001
Evaluation Committee Meeting

Members Present: C. Barman, B. D’Ambrosio, and S. Morrone

1. The remainder of this semester’s evaluation committee meetings have been changed to Monday afternoons. The dates are: February 26, March 19, and April 16. All three meetings are scheduled for the conference room ES 3138G. Please mark this on your calendar.

2. Stacy reported that the “Mentor Teacher Survey” will be piloted at Gambold Middle School early in February.

3. Stacy has also agreed to add items to the Program Evaluation Survey that will pertain to students’ perceptions of the structure of LT/TL. These items will be shared at our next meeting.

4. The last two pages of the LT/TL Evaluation Design were reviewed by committee members. Charlie is in the process of making appropriate revisions to this document.

5. Charlie will talk to Michael Wince about his office submitting items for the Employer Survey. We will distribute and collect the items. Any data analysis will need to be done by his office.

Please note that our next meeting will be Monday, February 26, 2001 from 1-3 pm in ES 3138G.
Minutes of Evaluation Committee Meeting
December 12, 2000

Present: Barman, Morrone, Rosario, Berghoff, Houser, D’Ambrosio, Wilcox

1. A memo was received from Michael Wince regarding the employer survey that will be initiated from his office. His office has offered to use surveys from specific units and supplement them with core campus items. These surveys will then be administered from Michael’s office. I will contact Michael Wince and find out if his office will compile the data from these instruments.

2. Stacy will revise our “follow-up” survey and have it ready for our review at the January meeting. We will then submit this instrument to Michael Wince’s office so core campus items can be added.

3. One issue that we discussed and did not resolve was how and when will we obtain evidence about the content knowledge of our students. In addition, we will need to figure out what evidence we will accept from post-baccalaureate students.

4. The IUPUI Teacher Education Program Evaluation Survey was piloted during the fall semester. Stacy will review the comments from the pilot and make recommendations at the next meeting.

5. Linda has agreed to revise the Student Teaching Survey and share the revised instrument at the next meeting.

6. We reviewed the first two pages of the Program Evaluation Design and will complete the last two pages at the next meeting.

7. Our next meeting will be on Wednesday, January 24 from 1-3 pm in the conference room. The remaining meetings for second semester will be on February 21, March 21, and April 18 from 1-3 pm. The February and March meetings will take place in the conference room and the April meeting will be held in ES 1121.
Minutes of the Evaluation Committee Meeting
November 13, 2000

Present: Houser, Rosario, Barman, Berghoff, Morrone, D'Ambrosio, Wilcox

1. Stacey Morrone shared a brief summary of the 1999 PRAC Report. She stated that the School of Education's evaluation plan is in compliance with PRAC.

2. Linda Houser is now a member of PRAC. She will keep the committee informed of PRAC's future activities.

3. Linda Houser explained how our program assessment will be evaluated by the Indiana Professional Standards Board (IPSB). As Linda explained, a team from IPSB (consisting of university faculty and public school personnel) will visit our campus either prior to our NCATE visit or at the same time we have our NCATE review.

4. The committee reviewed the document that Barbara Wilcox has developed which provides an overview of the IUPUI program evaluation design. We examined the evaluation questions listed on this document and the way data will be collected to answer these questions. Barbara will revise this document to include additions and changes to these sections. Committee members will have an opportunity to work on the "schedule" and "purpose" sections prior to our next meeting. We will focus on these sections at the next meeting.

5. Stacy Morrone will revise our "follow-up" instrument that will be sent to school administrators. We will examine these revisions at our next meeting.

6. Linda Houser will provide the committee with a copy of the instrument that has been used to assess our students' perceptions of their mentor teacher(s). We will look at this instrument for possible use at our next meeting.

7. Beth Berghoff will draft questions related to collaboration for our next meeting. We will review these questions for possible use at our next meeting.

The next meeting will be Tuesday, Dec. 12 from 1-3 pm in the conference room (ES 3138G). Please mark this on your calendar.
Minutes of Oct. 23, 2000
Evaluation Committee Meeting

Present: B. D'ambrosio, C. Barman, B. Berghoff, J. Rosario, and B. Wilcox

1. Vic Borden's office indicated that they could include our certification only students in the alumni survey. However, we need to furnish his office with social security numbers and names of the certification only students and the School of Education will be assessed a fee for this service.

2. Stacy has completed the student survey instrument and it will be distributed during the 2000-2001 fall semester.

3. Bia shared the "mentor survey" and the "faculty/instructor survey" that she has revised from the comments received during the field-testing of these instruments this past summer. The committee reviewed both documents and provided additional critique of specific items. Pending final modifications, the instruments were approved by the committee. The faculty/instructor survey will be administered at the December, 2000, Assessment Meeting.

4. Jose presented his review of the 1999 NCATE/IPSB Annual Report. He identified the following areas of this report that pertains directly to the Evaluation Committee. These include:
   - Show evidence that our program incorporates the IPSB developmental and content standards.
   - Develop a time-line to show implementation of our program evaluation plan (e.g. when do we collect and review specific data?).
   - Show evidence that the evaluation plan is continuously managed.
   - Explain how stakeholder input is assured and describe how information is used to improve our teacher education program.

5. At our next meeting, we will review the primary role of the evaluation committee. To help expedite this task, please begin completing the attached sheet.

    Next meeting is November 13, 2000 from 1-3 pm in Room 3138G.
Minutes of the Sept. 18, 2000
Evaluation Committee Meeting

Members Present: C. Barman, B. D’Ambrosio, B. Berghoff, L. Houser, S. Morrone, J. Rosario

1. Charlie Barman will contact Vic Borden’s office regarding the IUPUI alumni survey and advise him to integrate the items related to advising with the current items on the survey. Barman will also discuss with Vic possible ways to have our certification students included in the alumni survey.

2. Stacy Morrone will send the revised survey dealing with students’ perceptions of Teacher Education courses to the committee for a final review. Any comments need to be sent to Stacy by Thursday, Sept. 21st. The survey will be piloted this fall in block 1 classes.

3. Charlie Barman and Bia D’Ambrosio will work on questions that can be addressed to IUPUI faculty. The committee is planning to pilot these questions at the 2000 fall retreat in October.

4. Jose Rosario has agreed to review the 1999 NCATE/IPSB Annual Report. At our next meeting, he will discuss parts of this report that relate to the committee’s responsibilities.

5. During the three remaining meetings this semester, the committee will address the following unfinished business from last year:
   - Oct. 23 – data collection from employers and graduates.
   - Nov. 13 – tracking graduates during their internship experience.
   - Dec. 11 – finding a mechanism to ensure input from other stake-holders, such as units across campus.

Our next meeting will be Oct. 23, 2000 from 1-3 pm in ES 3138G.
Minutes of Evaluation Committee Meeting
May 16, 2000

Present: B. D'Ambrosio, S. Morrone, C. Barman, L. Houser, and B. Wilcox (ex officio)

1. Stacey presented the revised instrument that is designed to solicit student reflections of their classes (Are the teacher education faculty modeling good pedagogy?). This instrument now is based on the Principles of Teacher Education. After the committee members reviewed the instrument and gave Stacey feedback, it was decided that Stacey would incorporate the changes into a new draft and send it electronically to committee members for final revisions. This instrument will be field tested during the summer and will most likely be administered at the end of each semester.

2. The committee reviewed Bia's and Jose's field experience evaluation instrument. This instrument is targeted at the quality of field experiences in blocks 1-3. It will be administered at the end of each semester. Bia and Jose will revise and field test this instrument during the assessment meeting in June, 2000.

3. There was a discussion of how to capture "critical events" that have occurred during each semester. No decision has been made on this issue. However, two ideas were suggested: (a) use a bulletin board on the computer and (b) audio tape record a discussion that is held throughout the semester with team members of each block.

4. Bia has agreed to develop a "mentor teacher survey" to evaluate the intern's activities at each school site. This will be piloted at the summer assessment meeting in June, 2000.

The following are the items that have been accomplished by the evaluation committee during the 1999-2000 academic year.

- A procedure has been established to document the type of students who are accepted into the Teacher Education Program.

- An alumni survey has been modified to accommodate specific questions that relate to teacher education graduates. This survey is administered by Vic Borden's office.

- A survey has been developed that will assess student's perceptions of courses in the Teacher Education Program.

- A survey has been developed to assess the quality of field experiences each semester. Separate forms will be administered to IUPUI faculty and mentor teachers at the school sites.
The following are items that need to be accomplished next academic year by the evaluation committee:

- A data collection procedure needs to be developed for IUPUI faculty.

- The committee needs to work out a way to get certification only students included in the survey administered by Vic Borden's office.

- We have established a time-line for part of the committee's data collection. The remainder still needs to be identified.

- The committee needs to develop a mechanism of data collection for employers of our graduates.

- The committee needs to establish a mechanism to track our graduates during their internship period.

- The committee needs to develop a way to ensure input from other stake-holders in our program (e.g. other units across campus).
Evaluation Committee Meeting Minutes
April 20, 2000

Present: C. Barman, K. Lynn, L. Houser, S. Morrone, B. Wilcox (ex officio)

1. This meeting consisted of a question and answer session with Dr. Victor Borden, Director of Institutional Research at IUPUI. The majority of the discussion focused around the Annual Student Satisfaction Survey that Dr. Borden's office sends to recent graduates. The following are the main points from this discussion:

   - Dr. Borden's office compiles a standard report from the survey and distributes this to all units on campus. The return rate of this survey is over 40%.

   - Each unit can ask Borden's office for data for the last 5 years. We can obtain the names of education students that return the survey and sort these students in various groups (i.e. cohort vs. non-cohort). Borden's office can run data for these specific groups.

   - Borden indicated that if we were interested in sending a survey to employers of our students, we could handle it in one of two ways: (1) send a survey to a specific person who can comment on one or more of our graduates or (2) send out a general survey to prospective employers and ask them what they think of our graduates.

2. One problem was identified that our committee will need to work out. Certification only students are not included in the survey that is sent out of Borden's office. We need to come up with a strategy to include this group.

3. Stacey asked Dr. Borden what the IUPUI Institutional Review Board's policy was regarding the collection and use of the data from the alumni survey. Dr. Borden indicated that all of his data is considered assessment or evaluation data which is used for internal purposes rather than research data. This information can be used for publication because it can be considered archival data. To use it, all you need to file with the Review Board is an Exempt Request.

4. Our next meeting will be Tuesday, May 16 from 3:00 -5:00 pm. At this meeting, we will review the revised Morrone/Barman instrument and re-visit assessing field experiences (Bia and Jose).
Evaluation Committee Meeting
March 23, 2000

Present: C. Barman, B. D'Ambrosio, J. Rosario, B. Berghoff, S. Morrone, L. Houser, B. Wilcox (ex officio)

1. The revised alumni survey was sent to Dr. Borden's office. His office will send the survey out sometime next week.

2. It was agreed that the committee would concentrate its efforts on identifying the type of instruments it wants to use in the program assessment. Once this is decided, we will work out a timeline of administration and then will focus on the type of information we want to obtain.

3. The committee reviewed the instrument that Morrone and Barman developed. The committee gave input into the revision of this instrument and it will be revised and reviewed at our next meeting.

4. Beth shared her thoughts about compiling the data. It is too early to make decisions about this aspect of the evaluation plan. Therefore, this will be dealt with at a later date.

5. Jose and Bia shared some ideas for assessing the quality of the field experiences in the Teacher Education Program. Some questions that arose were: (1) How do we define quality? (2) How do we evaluate the effectiveness of these experiences as well as their proper sequence? After a lengthy discussion, it was decided that this evaluation should take place with the faculty rather than the students. Bia and Jose will revise their ideas and share them at the next meeting.

6. Linda shared the items that are already being monitored regarding the profiles of students that apply to the Teacher Education Program. These include: gender, race, overall GPA, feedback on the application essay, notation as to whether the person is a first generation college student, the PPST scores (including how many times the test is taken), and grades in college classes prior to their application. The committee suggested that the students' birth date should be added as well as where they graduated from high school and if they already had a BS or an advanced degree.

Our next meeting will be on April 20, 2000, from 3-5 pm in ES 3138G.
Minutes of the Evaluation Committee Meeting
on February 17, 2000


1. The draft copy of the alumni survey was distributed to members of the committee. Each member is to review the draft and send any modifications to Charlie Barman.

2. There was discussion about revising the student course evaluation form. Barbara Wilcox will find out how changes can be made to this form and to whom these changes need to be submitted.

3. Stacy Morrone will check with the Institutional Review Board on the IUPUI campus to see if the committee needs to file a new request to conduct an evaluation of our program. It is possible that the blanket approval that was obtained previously may still be valid.

4. The remaining portion of the meeting was spent brainstorming about the main areas of our program that the committee felt should be evaluated this academic year. The following questions were identified and specific individuals volunteered to work on the following questions. At our next meeting, we will look at our progress on these items.

   - How well are our students performing? (Beth will work on this question. She will look at the Block I rubric and the Block II performance task.)

   - How well are the SOE faculty teaching in the teacher education program? (Stacy and Charlie will work on this aspect of the program evaluation.)

   - What is the quality of our students' experiences in the schools? (Bia and Jose will work on this aspect of the program evaluation.)

   - What are the profiles of our students entering the program? (Linda Houser was assigned this task.)

Our next meeting will be on March 23rd from 3-5 pm in the conference room (ES 3138) G)
Minutes of the Evaluation Committee Meeting on January 20, 2000

Present: Charlie Barman, Bia D’Ambrosio, Beth Berghoff, Jose Rosario, Stacy Morronne, Karen Lynn, and Linda Houser

The major portion of this meeting was devoted to reviewing the survey instruments developed and administered by Vic Borden’s office. After a fairly lengthy discussion, agreement was made as to items that should be added to each instrument. Charlie Barman will meet with Vic Borden next week Thursday (Jan. 27) to discuss the modification of the instruments to more effectively meet the School of Education’s needs.

Each member is to carefully read the 1999 NCATE/IPSIB Report for our next meeting. After reading this document, each member is to come to the February meeting with a rough idea of what components of the evaluation plan must be implemented next academic year.

Our next meeting is February 17 from 3-5 pm in room ES 1121. So far, the agenda items are as follows. If any additional items need to be added, please notify Charlie Barman.

- Discuss Charlie Barman’s meeting with Vic Borden
- Identify the components of the evaluation plan that need to be implemented next year.

FYI – Vic Borden has been invited to meet with the committee for our March meeting. At this time, he has not accepted the invitation because he may be out of town. If he is unavailable in March, he will meet with committee at the April meeting.
EVALUATION COMMITTEE
Minutes
For December 9, 1999 Meeting

Members of the committee for 1999-2000 is:

Charlie Barman, Chair    Linda Houser    Beth Berghoff    José Rosario
Bia D’Ambrosio            Stacy Morrone    Karen Lynn

In Attendance: Charlie Barman, Linda Houser, Karen Lynn, José Rosario, Stacy Morrone, Bia D’Ambrosio

1. Reviewed Alumni Survey:
   • Education Area Only needs added
   • Re-word and add: What was the weakest asset, strongest asset.
   • Add section for Education majors only
   • Add: Were you cohort? Blocking? (preferably on last page)
   • Look at modifying the questions for our instrument
   • Want to be specific for each block.

2. Academic Advising Sheet
   • Check over for next meeting. Include some questions you would like to see in the Advising Sheet.
   • Charlie will meet with Victor Smith regarding changes.
   • Check questions by field testing example by giving to students in P251.

3. Student Profiles
   • Accepted
   • Need PPST scores, NTE scores and if the student is a first generation.
   • Also keep records of rejected applications.
   • Question that we might want to add: When did you first start college?,
     Overall GPA, Scores on Rubik essay.
   • Graduate Profiles should include GPA at time of program completion.

4. Next Meeting is January 20th, 3:00p. m. – 5:00p. m
Minutes of the November 16, 1999
Evaluation Committee Meeting

Members present: Charlie Barman, Bia D'ambrosio, Linda Houser, and Stacy Morrone

1. The committee examined the overall evaluation plan that Barman and Rosario have proposed. The committee recommended several changes and these are reflected in the attached plan.

2. Barman will contact Vic Borden and ask him for the satisfaction questionnaires that are sent to current students and graduates. The committee will review these instruments and determine whether any changes are needed to complement our evaluation plan.

3. Bia will meet with Beth and discuss her role in assessment and how it relates to the overall evaluation plan. In addition, they will make recommendations about the type of assistance that is needed to successfully perform the student assessment task.

4. Stacy will do a preliminary review of the literature on program evaluation plans of teacher education programs.

The next meeting of the evaluation committee will be December 9, 1999 from 3-5 pm in ES 1121.
IUPUI SCHOOL OF EDUCATION

EVALUATION COMMITTEE

Minutes
For September 28, 1999 Meeting

Members of the committee for 1999-2000 is:

Charlie Barman, Chair
Bia D'Ambrosio
Linda Houser
Stacy Morrone
Beth Berghoff
Karen Lynn
Jose Rosario

In Attendance: Charlie Barman, Beth Berghoff, Karen Lynn, Jose Rosario

1. Prior to the next meeting, members are to review the attached materials. Included is an old report for committee members to review and identify what information needs added and/or updated for the new report due December 15th, 1999.

2. The committee discussed the criteria for the staff member, who will be coming aboard, for the evaluation committee:
   - Be not only clerical support but also manage the information system;
   - Coordinate and compile reports for IPSB;
   - Coordinate the management of incoming data;
   - Assist the evaluation committee in the development of the UAS;
   - Responsible for aggregating the data for program assessment;
   - Responsible for coordinating the assessment for scoring portfolios;
   - Coordinate the training and updating of Student Services on assessment on new issues of the audit system;
   - Responsible for informing the faculty of the meetings and also the informalities (i.e., rooms, duplicating, etc.);
   - Responsible for the writing and sending of the report to IPSB.

3. It was also established that the committee or representative would be willing to meet with Barbara on the matter of the committee not able to wait for the RFP for hiring of the new staff person. The staff person is needed ASAP.

4. Next Meeting is October 26th, 3:00p. m. – 5:00p. m