

MINUTES OF COE GRADUATE COUNCIL  
October 1, 2008

MEMBERS PRESENT: Alsup, Anagnoupoulis, Austin, Calhoon, Carriveau, Chandler, Cooch, Fuller, Hall, Hovland,, Jones, Molseed, Pearce, Simpson, Steckline, Stone

Simpson introduced two new members of the COE Graduate Council, Tim Steckline and Cheryl Anagnoupoulis. These two faculty members represent the College of Arts and Sciences and will provide an objective perspective for our group.

Simpson gave a report on the two new cohorts that began in August 2009, one in reading and one in technology. Fuller and Hovland reported that ED 754, Professional Development in Schools, is in the process of being developed. They will be instructors. Calhoon is currently teaching for the first time the newly revised course ED 712, Educational Assessment, for the technology cohort and as a suggested elective for reading cohort members.

Simpson shared the 2007-08 Unit Report Part II and noted that assessment results support the changes made by the Council to improve candidate performance in assessment (addition of ED 712 to technology program) and in leadership (developing ED 754). Simpson also shared the time line for writing the program reports at the advanced level. The process is shown in the chart below. Note that reports will be submitted to the DOE February 1, 2009.

Date	Task
March/April 2008	Program-specific meetings re South Dakota templates for program reports and how the assessment plans written in 2005-06, combined with the annual reports from the past two years and data from 2007-08, can be re-formatted to the template
July 2008	Training sessions for program report compilers and program report reviewers
September – October 2008	Write <i>Section I: Contextual Information</i> ; coordinators compile faculty qualifications and course study attachments; Pat write MSCI “common” narrative part of contextual information and give draft to coordinators; coordinators write program-specific part of narrative
October 2008	<ul style="list-style-type: none"> <li>• Review descriptions of designated assessments and clarify assessment tools; revise descriptions as needed</li> <li>• Complete <i>Section II: List of Assessments</i> (chart) and <i>Section III: Relationship of Assessments to Standards</i> (alignment chart)</li> </ul>
October-November, 2008 (with program-specific meetings as needed)	<ul style="list-style-type: none"> <li>• Receive and review 3 years of aggregated portfolio assessment data (2005-06, 2006-07, and 2007-08) if applicable; aggregate 3 years of program-specific assessment data and create charts</li> <li>• Analyze 3-year data; share some joint interpretation and analysis of data; complete <i>Section IV: Evidence for Meeting Standards</i>, including scoring guides &amp; attachments</li> <li>• Summarize use of results from past annual reports; plan for further use of results</li> <li>• Complete <i>Section V: Use of Assessment Results to Improve Candidate and Program Performance</i></li> <li>• Complete all attachments/appendices for reports</li> </ul>
November – December 11, 2008	Revise and complete program reports; individual program-specific meetings to make final preparations for submission
Friday, December 12, 2008	Submit program reports to Nancy Hall

(unless arrangements for an extension are made with the deans)	
December 12 – January 19, 2009	Review program reports and prepare specific feedback
January 19, 2009	Return program reports to coordinators, with copy of feedback to Pat Simpson
January 20 – February 6, 2009	Incorporate feedback and revise program reports as needed; individual program-specific meetings re final drafts
February 1, 2009	Submission of program reports

Hall discussed graduate assistantships and the possibility of employing graduate candidates for research work. The group noted that the challenge seems to be the Board of Regents policy that “graduate assistants must be enrolled in 9 hours of STATE-support coursework.” Courses for current cohorts are self-support (online) courses. Simpson and Hall will check with Kristi Pearce about possibilities.

Hall and Simpson discussed marketing of the COE graduate programs and shared the university graduate program marketing plan from Dr. Pearce’s office.

The Graduate Council meeting originally scheduled for December 1, 2008, is cancelled. The next meeting will be held in spring 2009.

Submitted by Pat Simpson  
October 20, 2008