

**PEU Meeting
Meeting Minutes
October 6, 2011**

Present: Bob Johnke, Carol Reifschneider, Curtis Smeby, Darlene Bricker, Darlene Sellers, Fred Smiley, Gregg Hester, Jaakko Puisto, Jamie Underwood, Janet Trethewey, Jay Howland, Larry Strizich, Lisa O'Neil, Norton Pease, Randy Bachmeier, Rosalyn Templeton, Stacey Dolezal, Vaughn Rundquist, Vicki Hayes and Virginia Braithwaite

Not Present: Charles Pollington, Forrest Towne, Greg Kegel, James Edwards, Janice Brady, Joe Callahan, Joel Soiseth, John Foley, John Snider, Linda Miller, Steve Hesske, Steve Lockwood, Vicki Clouse, Virgil Hawkinson, Will Rawn and William Swartz

Previous minutes were approved by the committee.

1. Committee Updates

a. Assessment

The report was turned in.

i. Initial

The forms, Excel document and database were discussed. There needs to be more support for getting things entered into the document. There is quite a lot of information to enter and the work study students can be working on that now for the undergraduate programs and shortly for the graduate programs.

ii. Advanced

The graduate faculty developed the framework for the spreadsheet with 2010-2011 graduates and the first set of data. There needs to be a meeting with Kevin early next week to get the data collection format finalized. There are approximately 45 candidates in counselor education; there were 20 who graduated in 2010-11. The graduate faculty members are making sure their assessment reflects the conceptual framework.

The committee discussed elementary and secondary education assessment and redoing the methods classes to match the practicums.

There are 126 people now in the database with the majority having missing pieces, plus 20 new people that have been added.

The idea is to put one work study on Elementary Education and one on Graduate programs.

The faculty discussed the cross walk , flowchart, Praxis that they have been working on to create language that other people can understand , as well as a sub-unit assessment database.

The bottom line is that everything needs to correlate back to the university mission and core themes.

Amy will schedule a meeting with Jay to meet with Rosalyn about giving a presentation on NSSE/FSSE Student Engagement. We will also need to set up a couple of campus conversations with faculty and staff so it can be determined what it will mean for each of their areas.

b. Conceptual Framework

i. Initial

It will be a good idea to bring preliminary documents to PEU so the group can look at them.

ii. Advanced

Advanced program faculty noted the need to align assessments to the APCF to ensure clarity.

2. Action Items

a. OPI Update

The Interim Dean of COESN and Linda Peterson will schedule a phone conversation to go over OPI information. Internally, COESN is trying to develop an outline of the report and identify a place to start storing information. They want to look at past reports, responses and other information to update the framework. The last OPI visit was in 2009, and they will be here again in January 2012. This work needs to be completed by the holiday break in December, which is only eight weeks away. Carol will send out the last report and work out a timeline.

b. Course Revision for EDU 452 – for information only and clarification.

c. Course Revision for EDUC 334 and 335

d. Course Revision for EDU 201 and EDPY 350 – information only

Norton made a motion to approve all of the above (b., c., d.) Course Revision Forms with one change: The committee added the wording, “maximum of” right after parenthesis on second paragraph of Course Revision Form. So it will read, **(maximum of 45 hours arranged with the instructor, school and candidate)**; *Carol seconded motion. Motion approved unanimously.*

e. Course Revision – Master of Science in Education, Learning Development to Master of Science in Education, Instruction and Learning with a Level I change. *Janet made a motion to accept the course revision for LD and Carol seconded the motion. Motion approved unanimously.*

3. Discussion

a. EDUC 356 – The committee discussed that it was a catalog error that the class was listed with 2 credits, when it should be 3. It was also stated that the English faculty want to be able to teach this class since it is a writing class. Stacey submitted the course revision and program revision forms during the meeting. *Stacey made a motion to approve and Norton seconded. Motion approved unanimously.*

4. Future Agenda Items

a. NAS – Jamie Underwood

b. Randy’s item will be submitted to Amy for next meeting.

c. November 3rd meeting: Presentations - Advanced and Initial Program Assessment systems will be presented.

Meeting adjourned at 4:50 PM

Meeting minutes taken by Amy Bryant