

Eastern Mennonite University
COTE: Assessment Committee
(Revised 2009)

Mandate:

The Assessment Committee functions as a subcommittee of the Committee on Teacher Education, and is charged with coordinating the development, implementation, and ongoing review of the unit assessment system (UAS). The Assessment Committee ensures that the unit collects and analyzes data in a manner that ensures the data are used to improve candidates, programs, and the unit. The Assessment Committee ensures that the UAS is aligned with the National Council for Accreditation of Teacher Education (NCATE) standards and creates proposals for revisions of the system. COTE approves policy revisions of the assessment system.

The Assessment Committee functions as a sub-committee of COTE. Membership is composed of the Assessment Coordinator, a representative from the Institutional Research Office, 1 representative from the Education Department, and 1 other member of COTE. The chair of the Assessment Committee is the Assessment Coordinator of the Unit, as an appointed position with departmental load hours assigned (Refer to UAS manual for further details).

Working Assumptions and Principles

1. Evaluation measures assess candidate performance and unit operations/effectiveness.
2. Candidate assessments measure knowledge, skills and dispositions according to curricula and appropriate standards.
3. Candidate performance is measured through multiple assessments and at regular intervals, matching the candidate transition points.
4. Assessments are consistent with national, state, and unit standards, best practice, and research.
5. Communication concerning the assessment processes is regular and transparent.
6. Unit members work collaboratively with the Assessment Subcommittee to further articulate, implement and review assessments consistent with the Unit Outcomes, the Specialty Professional Association Outcomes and university, state and national standards.

Roles and Processes

1. *UAS Maintenance and Revision:* The committee is responsible for maintaining a UAS that is effective and in alignment with NCATE standards. The Committee may review suggestions for improvement of the system from anywhere within the unit, and may also receive feedback on such proposals from anywhere within the unit. The Assessment Committee references policy proposals with the Education Department for information and discussion prior to presentation to COTE for approval. Final proposals for revising the UAS are drafted by the Assessment Committee; such proposals are considered to be a change in policy and, therefore, require the approval of COTE.
2. *Oversight of the UAS:* The Assessment Coordinator, in conjunction with members of

the Assessment Committee, provides each level of unit with: notification of the assessment cycle, assessment instrument(s) to be used, and reporting procedures for the use of data to make decisions. The coordinator/committee provides the appropriate mechanisms for storage and recording of the use of data for decision-making purposes. The Coordinator/Committee may also review data usage reports for trends that may affect the unit, and/or to determine if data should be shared for further analysis across parts of the unit. Final responsibility for ensuring that members of the unit carry out their responsibilities within the UAS rests with the UG/MA Directors, as a supervisory function (see Figure 1).

Figure 1. Tasks of the Assessment Committee

Task 1: Assessment System Maintenance

AC ensures the development and maintenance of fair, accurate and consistent assessment tools that are free of bias, for evaluating candidate performance and evaluating unit effectiveness.	Create and maintain the Cycle of Assessments	Create and maintain consistent mechanisms for collecting data from multiple assessments across the unit and candidate's tenure.	Coordinate mechanisms for systematically analyzing and utilizing data for candidate, program and unit improvement.
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Task 2: Data Collection, Analysis and Use for Program Improvement

