



Assessment Task Force

Meeting Notes
November 22, 2013

Submitted by Circe Stumbo, Task Force Facilitator

The Assessment Task Force convened at 10:00 am, November 22.

The Task Force heard from the Iowa Department of Education's legal office regarding clarification of the Task Force charge. The question the Task Force raised in October was what subjects are covered under the charge in Division V, Sec. 47, subsection 2, subsection 21, paragraph b, subsection (2). The legal interpretation was that, because the term "common" is in the standards phrase ("Iowa common core standards"), the Task Force should be making recommendations about assessments in English language arts and mathematics, because those are the standards that are common across multiple states. After discussion, the Task Force felt they needed more input and discussion about the subjects to be covered. This will be a topic in the December Task Force meeting.

The Task Force discussed its relationship to the Council on Educator Development.

The Task Force discussed the way they will work in the upcoming year, including the convening of subgroups and external experts to conduct work between full Task Force meeting. The Task Force discussed a draft set of milestones and will review options for timelines at the December meeting. The Task Force learned how previous bodies have reviewed assessments in the past.

The Task Force decided to adopt the same decision making rules as the Early Childhood Assessment Task Force, except that decisions will be determined by a $\frac{3}{4}$ majority when votes are called. Specifically:

- Decisions will be made by consensus to the greatest extent possible
- To the extent possible, the Assessment Task Force will be self-governing
- Sufficient time will be provided for dissenting views to be expressed.
- When consensus does not appear to be possible:
 - Members may call for a vote
 - A quorum (50% of the membership) must be present for decisions to be made
 - Decisions will be determined by a $\frac{3}{4}$ vote of those present and voting
 - The final vote on recommendations will be noted
 - Final recommendations may include authored dissenting and supporting opinions
- Assessment Task Force members must be present to vote

The Task Force began to identify norms and agreements

- Remember that every decision should be made by considering how it affects children in Iowa
- Scoring criteria should be clear
- Data informs the decision, but the Task Force makes the decision
- Share talking points throughout process
- The Task Force should get ongoing updates about how their work interfaces w/other state-level units
- The Task Force should seek knowledge from outside the group

- Copious notes will be taken and posted on the Task Force worksite; notes of each meeting will be posted on the public website
- Task Force meeting materials will be posted on the web
- Any answers to requests for information should go to everyone
- Make our best
- Be practical
- Communicate
- Produce information we can use
- Task Force members will not individually talk to vendors
- Honor and work within the process; stick to consensus determination made by the Task Force

The Task Force discussed the paper, *Criteria for High-Quality Assessment* and example definitions for the criteria they will use to review assessments. Jon McKenzie and Jane Lindaman were nominated to co-chair a subgroup to work with experts between meetings. Jane volunteered to serve as vice-chair. The Task Force approved McKenzie as chair and Lindaman as vice-chair of the subgroup and charged them with finding experts to be a part of the subgroup. They also charged the subgroup with working on the definitions of validity, reliability, and fairness before the December Task Force meeting.

The Task Force learned that eight vendors responded to the Request for Information.

The Task Force closed by completing a meeting evaluation.

The Task Force adjourned at 3:00 pm.