**Meeting Minutes**

Feb. 11, 2019

1:00 p.m. – 2:30 p.m.

ELS 217

Attendees: Rebekah Cole, Ryan Kelly, John Hall, Megan Medley, Kimberley Davis, Daniel Parker, Audrey Bowser, Rob Williams, LaToshia Woods

Meeting called to order at 1:10 by Kim (facilitating for Annette).

Discussion of approval of checkpoints and related changes to bulletins (Rob; John).

Desire to have dates of College Curriculum Committee dates.

Motion to approve the minutes from the January 28th meeting by John Seconded by Ryan. Passed unanimously.

**Review Sample Dispositions to include policies and procedures**

Kim shared UNC Charlotte plan with attention to checkpoints, the role of ethics, and mentorship.

LaToshia discussed looking up some professionalism scales (not a repeated measure, or too detailed for context).

Deeper discussion about the role of checkpoints (the connection of dispositions to checkpoints) and the major difference/challenge with online vs. traditional programs.

Kim also shared Advanced Level Dispositions from Eastern Michigan University (seems more reliant on observation).

Committee continues to feel that common dispositional assessment across all advanced programs will be more difficult; by program.

Kim discussed the potential of certain programs having more commonality than others (i.e. Reading and GT vs. Leadership).

**Review Sample Partnership Agreements**

Kim shared (from Annette) a MOU for ELSE candidates. Potentially adaptable for most of the unit, other AOS programs, etc.

Kim asked Rebekah to send what she uses.

Kim asked Megan to send out MOU she uses as well.

**Review Sample Completer survey**

Megan shared multiple documents (School Psych documents, including disposition survey).

**Review Advanced Level Standards Proficiencies**

Programs must select a minimum of three proficiencies (from the six). *Should list courses and assessments.*

Kim emphasized: every program will have a report; every program will have a narrative.

Reminder: Proficiencies are detailed in the CAEP Handbook (see previous meeting(s); documents).

**Review Sample Employer Survey**

Rebekah shared “Pre Graduation Counselor Preparedness and Job Placement Survey” via screen.

Ryan mentioned potential to use program standards/sub-criteria as questions (e.g. “How would you rate the candidate’s ability to [language from each sub-criterion]”).

Kim mentioned the importance of a completer survey by program.

**Homework Due for 2-25:**

Advanced Level Standards Proficiencies Chart (min. of three, aligned to courses/assessments)

Draft of program’s completer survey

*Meeting adjourned at 2:10 PM.*

**Meeting Reminders:**

**February 25:** Meet with Advanced Standards Committee

**March 11:** Dispositions Survey Pilot Timeline; Completer and Employer Survey

**March 25:** Meet with Advanced Standards Committee

**April 5:** Assessment Retreat

**April 22:** Meet with Advanced Standards Committee

**May 13:** Review APAC Goals and Assessment Plan for 2019-2020