**Meeting Minutes (Approved)**

**December 2, 2019**

**1:30 PM – 3:00 PM**

**Location: Educational Leadership Room 207**

Convened by Rob Willams

Present: Bryant, Davis, Bowser, Medley, Appaji, Williams, Woods, Kelly (Woods Proxy), Hux, Henley

Absent: Bradely, Bowser, Kelly, Hall, McBride

Meeting called to order at 1:38pm.

Rob asked the committee to review the minutes.

Rob requested a motion to approve and a vote on the minutes. Motion by Lance Bryant, seconded by Woods. Motion carried.

Request for proficiency charts to be turned in to Meagan Medley.

Review Praxis scores- Review of scores by program. Discussion of completers/requiring students to pass licensure exam prior to internship.

**Review Assessment Plan**

**Standards Progress Updates**

Discussion of use of licensure exam data for Standard 1. Review of scores by program. Discussion of completers/requiring students to pass licensure exam prior to internship.

Standard 2- no one present for report

Standard 3- Annette reported. Met with Susan Dukes (AOS). Advertising and promotional materials were shared.

Concern with recruitment for AOS grad programs was discussed. It was suggested (Kim and Annette) that recruitment efforts must be more purposeful for recruiting underrepresented populations.

Standard 4- Rob reported. Completer and Employer surveys. Kim has feedback from emails sent to her. Will compile it and send it to Rob.

Standard 5- in progress.

**2019-2020 meeting dates**

Next meeting is January 27th due to MLK holiday the previous week.

Meeting adjourned at 2:34pm.

Minutes unanimously approved at 1-27-20 Meeting (See 1-27 Meeting Agenda).

Approved Minutes submitted by Ryan on 1-27-20