**Meeting Minutes APPROVED**

**September 30, 2019**

**3:00 PM – 4:30 PM**

**Location: Educational Leadership Room 207**

Convened by Rob Williams

Present: Williams, Davis, McBride, Bradley, Bryant, Kelly, Woods (Kelly Proxy)

Absent: Hall, Medley, Woods

* Approval of Previous Meeting Minutes

Motioned (McBride), Seconded (Bryant), Passed Unanimously

* Updates from CAEPCon
  1. *Note: Discussion on CAPECon and Standards Committee Members Merged somewhat…*

Several things. Kim’s focus for meeting: Standard 1. Perhaps the most difficult, with the most covered to address.

*See Advanced Standards A.1* Handout from CAEP

What programs do I include? (p. 2).

For proficiencies, assessments must be valid and reliable

Each program should do the curriculum mapping of the proficiencies

Kim: Reminder of need for one cycle of data starting in Spring 2020

Greater understanding of these expectations; here to help

Dr. Bradley: Importance of writing teams understanding the language of their standard and incorporation of it into their writing plus evidence(s)—what does it all mean, plus evidence (and brainstorming and locating what they see is missing). Explicit alignment of language of evidence in the narrative (because evidence is included).

* Review Advanced Program Standards Committee Members

Regarding Diversity…

Kim sent out AOS Diversity breakdown. We still aren’t entirely clear what AP’s recruitment plan is for Diversity; need to know breakdown of how/where they recruit. And then develop a plan moving forward.

How do we compare to nationwide goals?

Ryan suggested need for term-by-term updates on AOS demographic enrollment.

Dr. Bradley suggested the Standards Committee Chairs meet regularly—“dissecting” the standards; keep themselves calibrated to key terms/concepts.

Kim: Have things established this fall semester.

Kim/Dr. Bradley suggested Standards Chairs (e.g. Steering Committee) meet prior to Nov 11 meeting.

Discussion of Joan/Megan Co-Chairing Standard 1; Julie moving from Standard 3 to 4. Kim to reach out.

Kim to work with Prathima to develop a proficiency chart for all programs

* Review Partnership Agreement for AOS Programs

Review the MOU and provide feedback to Kim by Oct. 14 so we can send to legal

* Update on Dispositions (EDA and EDLDA)
  + 1. Timeline for Administration

Ed Leadership will discuss when to administer EDLDA

* Content Validity-Lawshe Method

Content validity can be established with focus groups and interrater reliability

* 2019-2020 meeting dates
  + October 14th
  + October 28th
  + November 11th –Advanced Program Meeting

Meeting adjourned at 4:30

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  + October 14th
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Minutes (draft) submitted by Ryan on 9-30-19

Minutes approved in 10-14-19 Meeting (see 10-14-19 Meeting Minutes)