**Meeting Minutes APPROVED**

**September 9, 2019**

**10:00 AM – 11:30 AM**

**Location: Educational Leadership 207**

Convened by Rob Williams

Present: Willaims, McBride, Hall, Cole, Bryant, Woods, Kelly, Davis, Bowser, Medley (All Present)

* Approval of Previous Meeting Minutes

Tabled

* Election of Recorder

Ryan elected Recorder (unopposed; unanimous)

Also:

John Hall stepped down from Standard 4 Char; Rebekah Cole moved to chair

Rebekah moved from Standard 2

Julie Smith moved to Standard 2

Standard 4 AOS Rep is now Chris Boothman

Kim will check with Annettee if she will still remain on Standard 3; 3 will need a new chair or co-chairs.

Discussion about having program coordinators working with Standard 1, thus moved LaToshia to 1; move Karan Graham to Standard 3.

* Develop Action Plan to Address Goals for 2019-2020
  1. Completer and Employer Survey **(Standard 4)** 
     1. Focus Group Recommendations

John shared that they are working on establishing reliability/validy. Kim noted that it needed to be done before we leave by Christmas. John mentioned completers have to be one year out and they only graduate in the spring. Discussion on how to establish reliability with smaller groups, distant groups, etc.

Examined both Completer and Employer Surveys. For all programs except for School Psychology. Wayne working on reliability/validity.

Kim will touch base with Rebekah about this.

* 1. Partnership Agreements **(Standard 2)** 
     1. Recommend partners for EPAC
     2. Chris Salehi and Katherine Prescott (Senior Associate General Counsel)

Will need recommendations for others to be added to EPAC. Send recommendations to Kim. Kim’s recommendation: *per program* develop a partnership agreement. The MAT version has been looked at by Prescott. Kim will send that and the initial one. Annette also sent one.

Audrey suggested what PEP has would work for Ed Leadership, for example, with adjustment of language from “clinical supervisors” to “administrators” etc.

* 1. Dispositions (EDA and EDLDA) and School Psychology (valid and reliable)

EDLDA is val/rel and compatible with LiveText. Ed Leadership will use EDLDA and others will use EDA.

* 1. Proficiency Charts (3 areas identified per program based on valid and reliable assessments).

Every instrument listed on the proficiency chart must be val/rel. Thus, re-working the chart again. 3 areas per program. John suggested revisiting what we submitted before. Leaning heavily on Praxis.

Rob requested people bring revised proficiencies to next meeting (9-23) if possible.

Discussion on utilizing foucus group responses for proficiencies.

* 1. Diversity Committee (Recruitment and Retention of Diverse Candidates) **(Standard 3)**
     1. Meeting with Susan Dukes
        1. September 17th 2:00-4:30
        2. September 18th 12:00-1:00

Need to have a plan to recruit/retain diverse candiates in programs. Ryan expressed concern about not knowing precisely what the diversity/makeup of program candidates are presently. Need to know in order to formulate the plan.

Kim noted this committee will have to work with the college Diversity Commtitee. Kim will send diversity plan.

AOS Recruiter will be on campus next week.

* Review EPP Assessment Plan

Kim will send out; will do so for next meeting.

Discussion on if meeting times work. Dr. Bradley has Dean’s Council at 10.

Further discussion about areas of Improvement (see Appendix). Standard 1 changed, and Standard 2 is highly addressed by AOS.

Meeting adjourned at 11:20 AM.

* + 2019-2020 meeting dates
  + NEXT MEETING: September 23rd
  + October 14th
  + October 28th
  + November 11th –Advanced Program Meeting

Minutes (draft) submitted by Ryan on 9-9-19

Minutes approved in (rescheduled) 9-30-19 Meeting (see 9-30-19 Meeting Minutes)

**Appendix Items**

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| **CAEP AREAS OF IMPROVEMENT** |
| **Advanced Programs**  Areas for Improvements cited as a result of the last NCATE review. |
| **Standard 1: Candidate Knowledge, Skills, and Professional Dispositions**   1. ~~The unit does not have summarized performance data indicating that candidates in the non-certification programs possess the necessary knowledge, skills, and dispositions.~~ |
| **Standard 2: Assessment System and Unit Evaluation**   1. The unit does not systematically collect, aggregate, analyze, and use data to evaluate and improve its operations. 2. The unit does not have a minimum of three years of candidate assessment data for its advanced programs and assessment unit operations. 3. The unit does not disaggregate candidate performance data for all unit assessments in its distance learning programs (large scale). |
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