**Tentative Meeting Minutes**

**Monday, December 9th**

**3:30 pm – 5:00 pm**

**Location: ELS 207**

Members present: Dixie Keyes, Scott Doig, Audrey Bowser, Kimberley Davis, Jacques Singleton, Lance Bryant, Prathima Appaji, Susan Whiteland, Nicole Covey, Heloisa CursiCampos via zoom, quorum met

* Approval of Previous Meeting Minutes
	1. Motion by Susan, second by Jacques, motion passed (we need to send the recommendations from the Curriculum and Alignment Committee to Joanna Grymes for COPE)
* Assign/review of assessments
	1. Development of Page 5 of Quality Assurance Plan
		1. IPAC reps update sections
			1. Kim suggested adding the columns schedule and reponsibilties, data distribution, and data utilization to page 5. Our completer and employer surveys have been consistent for last two years (three years for initial programs). The completer survey now comes from the state. We will go even years for intial programs and odd years for advanced programs for the employer surveyin the fall of every year. Our current exit evaluation cannot be used as a key assessment. We will need to reconvene the old evaluation committee (Audrey knows who that is) to discuss a new evaluation tool to replace our current formative TESS aligned evaluation instrument. Kim mentioned that University of Memphis has a document we should look at that is tested valid and reliable. Audrey will lead the charge to reconvene the evaluation committee and find an instrument to pilot—the PEP office will take this on. Then we have the tech assessments from the tech plan. Scott shared the specifics of the plan, but our primary issue is it is not being done or followed through. COPE has already approved the plan, so now what? Its all ready to go. Scott suggested piloting with some groups in the spring, but Kim mentioned some is none to CAEP and we would eventually need full EPP implementation. Scott wants us to keep in mind how this sudden expectation for every faculty member to integrate technology into their coursework might come as a shock to some faculty and they may not be ready to deliver. Susan mentioned being mindful of content specific technology that could be overlooked in some areas. This content specific technology being used in some programs should suffice over standard equipment such as a smartboard, which may not be appropriate to the content. Nicole is going to create a checklist of what needs to happen to get the tech plan up and running and bring back to IPAC in January. Is the diversity survey a key assessment? Audrey believes it should satisfy as a key assessment, but it is only completed at the exit evaluation. We could use edtpa specific rubrics centered around students personal and cultural assets to address diversity, and that data can easily be pulled. Diversity has its own rubric now for CAEP so it will be looked at much more strongly this time, as will be technology. Our guiding handbook for our visit will be available at the spring CAEP Con. Nicole will check with Natalie about where is diversity located in her PBID course.
		2. Add columns (should columns from p. 20 be added?) YES! We agree as a group to add the columns from page 20 to page 5.
	2. IPAC report completion to be moved to March 31st
		1. We are set to make this move of completion dates from May to March 31.
	3. Institutional summary report
		1. 2018 and 2019 EPP Growth Reports
			1. These show that the students of our completers are not meeting minimum specificied growth as set by the state.We need much more time to evaluate the report and the information it provides. Let’s re-visit at our January meeting.
	4. Review of EDA report
		1. The EDA in the intro course is a baseline assessment for establishing a starting point only and cannot be used as data. Audrey shared with the group when and where EDA is happening. Audrey believes we are now going to have the data we need. We need to communicate that this needs to happen in the intro courses. We need to refer this to COPE and ask for a recommendation of how to ensure LiveText is purchased in the intro courses.
	5. edTPA initial results (review in April)
		1. Nicole believes we need to set some hard and fast timelines for full EPP implementation utilizing edtpa and/or PLT. We will discuss at our next IPAC meeting about making a recommendation to COPE about choosing a single assessment across the EPP.
* Review EPP Assessment Plan
	1. Tabled for next meeting
* Schedule review for Spring 2020 meetings
	1. Scott will send out an email asking for spring schedules to determine meeting availability.
* Adjourn

**Next meeting:** Spring 2020…