**Meeting Minutes DRAFT**

Apr. 8, 2019

1:30 p.m. – 2:30 p.m.

ELS 216

Attendees: Daniel Parker, Annette Hux, Kim Davis, Rob Williams, LaToshia Woods, Ryan Kelly, Meagan Medley, Rebekah Cole (via Zoom), Julie Smith (via Zoom), John Hall

Meeting called to order at 1:03 by Kim

Approve Minutes from March 11, 2019 meeting

Motion to approve minutes by John Hall Seconded by Rob Williams Minutes approved unanimously.

Update from Assessment Retreat

Still needing some completed assessment matrices (proficiency chart) from some programs.

Also checkpoints for all programs. Kim will be sending out charts.

Kim will need items below by the 19th for sending out in preparation for April 22nd.

Importance of implementing decisions and ideas from Friday’s retreat in our programs.

Develop Sub Committees

Committees to involve graduate program faculty members. Kim mentioned she would chat with Robin about who at AOS to jump in some of these committees.

 Kim will send out lists of the following (after conversations):

**Partnership Agreement** (e.g. Standard 2)

 Annette mentioned she had an AOS one recently developed

**Completer Survey**

**Employer Survey**

 Completer and Employer Combined

**Disposition** (e.g. Standard 1)

John offered to send out another revised version of documents.

Goal: Have items ready at the program level by April 22 (Standards Committee Meeting)

Annette scheduling AOS-program level meeting to account for Partnership Agreement.

Reminder from Rob: have aligned to standards, include technology and diversity.

Questions about validation of surveys (time to do so and who crunches numbers). Daniel discussed information from the CAEP Conference regarding the establishment of *content validity*.

Set meeting dates for Summer 2019

 Sub Committees will meet as necessary during summer

 Likely a need for at least one APAC meeting during the summer

Significant discussion and questions regarding the scheduling of a meeting immediately after Graduation. Some concern about setting president for the implications of future May Interim and future Summers. Discussion of the importance of meeting only when necessary.

Given that Fall 2019 may very well be implementation time for items developed above, will there be the same need to meet twice a month (as compared to a developmental phase, such as Spring 2019).

*Meeting adjourned at 2:16 PM by Kim/Annette.*

*Minutes approved on ??? (see ??? APAC Agenda)*

**Meeting Reminders:**

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

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