**Meeting Minutes APPROVED**

**April 20, 2020**

**1:30 PM – 3:00 PM**

**Location:** [**https://astatecall.zoom.us/j/7220342669**](https://astatecall.zoom.us/j/7220342669)

**Meeting ID: 722 034 2669**

Convened by Kim Davis via Zoom

Present on Zoom: Pattada (Appaji), Bowser, Bryant, Davis, Hall, Henley, Hux, Kelly, McBride, Medley, Williams, Woods

Absent:, Bradley

* Approval of Previous Meeting Minutes

Motion by Hall; Seconded by Medley; Unanimous Approved

* Self-Study Report and Phase In Plans
	1. Faculty Updates (Google Form)
	2. Assessment Plan Updates
	3. Evidence List
	4. Fall 2019 enrollment and Fall 2020 enrollment
	5. EDA/EDLDA Timeline

Kim screen shared p. 81+ of CAEP handbook. Discussed the guidelines for the Phase-In schedule. Kim disussed her insight from conference, standards, felt we were on track. Emphaszed the importance of reading over this particular section.

Mentioned the standard leaders needed to meet to be on the same page about what must be done.

Kim will be sending out a Google doc to update professional activities, rank, etc. Only 3 activities in the last three years (Ryan asked for recommendations; Kim recommended national conferene presentaitons, article in field, etc.). There may be older items from some; please update. John suggested striking a balance between scholarship and service. Kim added that this is about CAEP noting that we are maintaining activity within our fields.

Kim emphasized making sure assessment plans are in place (when they will happen); they will be different for every program. Timeline; expectations; checkpoints; when they compelte checkpoints, etc. John noted we had already done this; Kim requested we review and make sure it’s up to date.

Also added the need to be working with the evidence lists. What evidence do we have to show we are meeting that standard.

Kim noted that CAEP is still asking that we turn in our annual report.

Kim/Others mentioned AR Tech just had their virtual visit last week.

Fall 2019 and Fall 2020 Enrollment information needed. Kim noted she can get it easily from AOS programs. Other info still needed from School Psychology program.

Kim mentioned the importance of completing the EDA online training she sent out. Adjunct and clinical faculty have to complete it as well. Questions about adjuncts and mentors completing this. Suggestion (Annette) was to send out the same link and to have them compelte it when they do the mentor agreement and attach a screenshot. Joan/Jackie suggested a timeline for recertifying everyone; Ryan suggested a common date for everyone needed. Joan suggested a common piece of insructions, noting the time it takes to complete. Joan noted that asking additional tasks of mentors that are not compensated is tricky. Rob requested a two year timeline as opposed to one year.

Kim talked about timeline for EDA/EDLDA. Admission (orientation; self-reflection) for AOS to facilitate with their admission; 12 hour mark; and Internship/Capstone. Annettee suggested a flag/hold on registration if they haven’t completed it. Some discussion on basing it by term (admission) as opposed to hours (if they took one course at a time), tricky at the 12-15 hour mark.

Audrey mentioned Prathima was working on a “dummy” section of a course on LiveText with requirements such as this that students could be linked to.

* Livetext Assessments

Program coordinators need to meet with Prathima to make sure LiveText assessments are accurate.

* Update on Completer and Employer Survey

Rob mentioned those had been sent out, some responses coming in. Enough for us to do validation. Kim requested that these be lised on proficiency charts and must be valid/reliable. These are evidence. Megan asked for clarification (referencing p. 82 of Handbook) about phase-in vs. what cannot be included (1.2). Kim clarified that with that, it’s about what we plan to do (procedures, etc.). Megan also asked about timeline for phase in. Kim suggested that we may not have it all in place by 2021, depending on the instrument; at least by 2022 (for 3 cycles by 2023). Joan suggested the key is the detail we share.

John mentioned that it is well known that content validity is just one aspect of validity. And there is no true validity without additional factors (construct, criterion, etc.). Kim mentioned that CAEP cares about the content.

* Advanced Programs Annual Report

Was due on March 30. Rob said he is missing a little bit of information about Praxis—a paragraph or two about what we are noting when we look at Praxis scores (18-19 academic year). Prathima mentioned those Praxis data are in Taskstream. Kim said it’s now due April 30; she is planning to submit by Friday.

* Upcoming Meetings

Discussion on meeting dates… Ability to meet in person or not depending on campus opening, etc. is a factor.

* + Advanced Standards Leaders meeting - TBD

Kim suggested these leaders should meet first before meeting with all advanced faculty. Suggested first week in May (May 4-8). Rob noted that grades are due that week.

Jackie requested Kim set up a schedule for others to respond to.

* + Advanced Standards Meeting – TBD

(see above) Kim suggested committees meet the following week (May 11-15; avoid dates after off-contract).

* + Advanced Programs Assessment Day - TDB (Virtual)

Kim suggested May. A work day for inter-rater reliability, etc. to make sure everyone understands this process.

Rob suggested Assessment Day would have to be when returning for summer contract (possibly on campus then).

Kim suggested Friday, June 26 (9-12ish) (also for below); original idea was possibly up to 3 hours (which included lunch); so will be shorter virtually. She mentioned it will be recorded for those who cannot attend. One from each standard will need to be there.

* + EPAC meeting (June 11 Virtual was original idea)

Discussion about how to do this virtually, sharing presentations. Comments about maintaining substance. Kim suggested break-out rooms (in person) could be done virtually as well. Ryan suggested it could still produce substance (in Zoom, for example, it could be recorded/transcribed, chat exported, presenters share screens/documents, etc.). Kim suggested trying it. LaToshia noted the trickiness of selecting proper experts. Some further discussion on what they will be asked do in these conversations; what feedback to give. Important: those who want to be a part of this.

Meeting unanimous Adjourned (2:55 PM).

Draft Minutes submitted for review by Ryan on 4-20-20; and approved at 9-21-20 Zoom Meeeting (see 9-21-20 Agenda/Minutes).