**Meeting Minutes APPROVED**

**Monday, February 15, 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**

The meeting was convened by Rob Williams.

Present:Kim Davis, Jackie McBride, John Hall, Lance Bryant, Ryan Kelly, Audrey Bowser, Prathima Appaji, Annette Hux, Joan Henley, Latoshia Woods, Rob Williams.

* Approval of Previous Meeting Minutes - Motion to approve made by Lance Bryant, 2nd by Jackie McBride, approved by unanimous vote
* Review Phase-In Plans for Action items and Updates –
	1. Kim Davis reviewd the Phase In Plans for the recently submitted CAEP report.
	2. Kim Davis announced changes have been made in the CAEP reporting/requirements for undergraduate programs.
	3. Kim Davis confirmed that 2022 requirements will apply to the Advanced Programs visit in 2023.
	4. Kim noted that the statistician referred to in the phase in plans has not yet been identified.
	5. Kim Davis noted concerns about CAPE Standard A.1.2. that calls for each advanced program to submit a program improvement report. This was not available for any of the programs and is an issue that must be addressed by program directors.
	6. Annette Hux requested a calendar of assessments and report due dates. Kim Davis noted that will be provided.
	7. A lengthy discussion ensured about CAEP A 2.1. requirement for MOUS and the process required for approval.
	8. Kim Davis noted the need for assessment instruments of Clinical Experiences to be in place by Fall 2021 in order to collect 3 cycles of data for the CAEP report/visit.
	9. CAEP A.3.1-3.4 concerns were highlighted including the importance of intentional recruitment of diverse candidates to meet CAPE and state requirements.
	10. CAEP A.5.2-5.4 included discussion about the quality assurance system, the annual review process for all programs, and the completer and employer Satisfaction Surveys which must be sent on an annual basis.
* 2020 EPP Annual Report and Feedback – feedback on the report was received from CAEP.
	1. Kim Davis highlighted the need for proof and documentation that the annual reports are reviewed by stakeholders.
	2. Kim Davis will meet with Prathima Appagji and Audrey Bowser to work on the annual report and determine ways to share the report with stakeholders. It was mentioned that the Newletter sent to stakeholders would be a good place to include highlights of the annual report.
* Advanced Programs Standards (Draft 2022) – Kim Davis shared the draft and reviewed some of the changes under consideration.
* Annual Review Process and Rubric – tabled to next meeting
* Diversity and Technology- discussion tabled to next meeting. Kim Davis appointed Annette Hux and Latoshia Woods to serve on ad hoc diversity committee.
* Changes to make up of APAC Committee – Lance Bryant asked the group to consider the make up of APAC as some of the advanced programs are no longer under CAEP. Kim Davis appointed Latoshia Woods and herself to study the makeup of APAC and develop a recommendation to be presented at the next meeting.
* Motion to Adjourn was made by Jackie McBride, 2nd by John Hall, and approved by unanimous vote.

Items for future meetings:

* Annual Review Process and Rubric (tabled from today’s meeting)
* Diversity and Technology (tabled from today’s meeting)
* Beginning Administrator Survey results – Kim
* Discuss Needs Assessment/survey of partners
* Future Meeting Dates
	1. March 15th
	2. April 19th

Respectfully submitted by Jackie McBride on 2/15/21

\*Minutes approved at March 15, 2021 meeting - Motion to approve made by John Hall, 2nd by Lance Bryant, approved by unanimous vote