

IPAC Notes

September 1, 2021

Members present:

Nicole Covey, Lance Bryant, Jacques Singleton, Sarah Labovitz, Susan Whiteland, Rusty Young, Annette Hux, Blair Dean, Prathima Pattada, Dixie Keyes, and Anthony Eldridge

Meeting began at 4:00 pm and adjourned at 4:55 pm

1. **Election of Chair and Recorder** –

this was delayed due to a couple members being late due to class time conflict.

2. **New Meeting Format** –

Meetings are set up for the fall semester and possibly need to change the meeting date or time in the spring semester due to class schedules changing. A goal we as CAEP team leaders want to have is to mainstream our meetings; have a clear agenda, we want to look at EPP/program data and determine solutions for our college. We also then want to determine if our solutions are working and if not what needs to be changed.

We have many Phase-In Plans for Advanced programs to implement and we are already behind. I will be meeting with programs to discuss what needs to be done; then we will review EPP wide phase in plans during APAC meetings. Once we do that it will be your responsibility to go back to your program faculty and report what needs to be done, what we need etc.

Basically we want time limits and we want to get things done.

3. **Quality Assurance Plan**

The purpose of our committee is assessment and it takes us all to accomplish this.

Annual Reporting Measures gauging the success of our programs.

Reviewed the instruments used we hope to employ a data coordinator that will help with this. Right now Prathima is helping but she is so busy with undergrad and other job responsibilities with our large programs she needs help.

Calendar of assessments

WE will discuss the IPAC Annual Report at the October meeting and see where we need to move forward from here. I spoke with Dr. Bradley and she said the Annual Report had no recommendations to it so she is working on her feedback for us. This is something we need to do differently next year; give recommendations of resources etc that we need.

1. **Election of Chair and Recorder**

We circled back around to elect a chair and recorder for this year. Jacques Singleton was nominated and elected as chair, and Sarah Labovitz volunteered as

recorder. However, due to her choir schedule she may have to miss some meetings and will need assistance at times.

Other News:

Dixie mentioned other Task Force that creates and measures maybe this committee could also look at this information.

Sarah requested a one page document of what outside departments need to be doing, collecting, etc.

Next Meeting October 4th at 4:00 pm