

IPAC Fourth Meeting of the school year (2022-23)

February 1, 2023, 4-5pm

Present: L Rice; D Keyes; PR Greer; J Grymes; N Covey; L Bryant; K Melton

1. We met via Zoom to to campus closing for inclement weather.
2. Joanna moved to approve minutes; Dixie seconded. Minutes approved.
3. Dixie will initiate email about diversity instrument task force meeting.

Moving on to our next item for review:

4. QUALITY ASSURANCE PLAN–

- a. Grymes–does the mission/vision/goals of QAP align with the Teacher Education Handbook?
 - i. Working toward Inter rater reliability?
 - ii. There are items in the QAP that need updates.

*NOTE–we had been looking at the 2020-21 version, but Nicole noted there's a 2021-22 version, so we switched to looking at that...

- iii. Lance & Nicole work with the QAP.
- iv. Joanna asked if this version of QAP actually addresses Goal 1.
- v. Nicole mentioned she isn't fully aware of where the goals or motto came from, and Lance shared some history of the document.
- vi. Several years ago, a task force was created to look at CAEP Standard 5 and developed the QAP document.
- vii. Discussion about how the QAP was managed by CAEP coordinators, but should also be open and owned by IPAC and APAC.
- viii. Nicole has updated a good amount of items like deleting PLT as an assessment. Last update was April 2022.
- ix. Discussion about updates not being well communicated to previous CAEP coordinators.
- x. Discussion about Inter Rater Reliability which has to be done by programs not on Assessment Day.
- xi. The IRR process is the same as the Advanced programs are using. The initial programs just need to do it now that we have two years of data.
- xii. Nicole–we have until 9 mo before Feb of 2024 to have IRR and data analysis ready before our next visit.
- xiii. Lisa–consider rewriting GOAL ONE of the QAP.
- xiv. We need to consider BOTH program and EPP levels for IRR and data analysis.

- xv. Nicole—recommended that the Mission & Vision etal should be reviewed because those who may have created it may have left and we need to be able to actually accomplish those.
- xvi. Goal 2 hasn't transpired yet; there's no process in place to assess Internship Formative Assessment data.
- xvii. Goals 3-4-5 are being completed with existing systems.
- xviii. Discussed alignment with Teacher Education Handbook as we review the QAP.
- xix. Suggestion to work on Handbooks during the summer when there is more time, with writers working around the table on both documents simultaneously.
- xx. Joanna—some of the QAP goals are just for initial programs, so possibly the goals could be broadened to include both levels of programs.
- xxi. Paula suggested just adding the words "Initial" and "Advanced" in the verbage so it's clearly spelled out.
- xxii. Nicole reminded us that the QAP goals should be updated and changing each year. For example, the implementation phase of the Technology Plan can shift into the benchmark phase.
- xxiii. Look at other examples of QAP handbooks online.
- xxiv. Lisa—How do the QAP goals align with Program Impact Measures?
- xxv. Timeline for the 2023-24? Work on it this summer.
- xxvi. Joanna—Keep a historical record of the goals and how they evolved WITHIN the document for record-keeping. YES.
- xxvii. Lisa—put updated documents in BB Organizations for faculty access.
- xxviii. Dixie will type up major recommendations from this meeting.

Next Meeting is Weds, March 1 at Ed Leadership 216, 4-5pm.

Topic for Recommendations: Classroom management issues from Employer Survey; Karen is working on reports for 21-22 reports for us. Does DESE do an Employer Survey as well?

Lisa will communicate with Dean for discussion of formatting, etc.

We'll also look at a draft of the final report to Dean for review and suggestions.

Dixie motioned to adjourn; adjourned at 515pm.

Based on the Head of Unit's charge to "continue to review and refine the assurance plan and make recommendations regarding key assessments on the Quality Assurance Plan," IPAC (2022-23) makes the following recommendations:

- **RECOMMENDATION 1 for Quality Assurance:
REVISIONS and UPDATES–**
 - **Revise and update the EPP Quality Assurance Plan in alignment with Teacher Education Handbook revisions and updates. Because the languaging of the EPP Mission, Vision, and Motto differ some in both documents, IPAC recommends the two groups who complete revisions meet over the summer in the same week to compare and align their work.**
- **RECOMMENDATION 2 for Quality Assurance:
INTER-RATER RELIABILITY OF KEY ASSESSMENTS–**
 - **IPAC members, department chairs, and EPP leadership communicate and share the requirement for programs to facilitate Inter-rater reliability processes and reports for Key Program Assessments, especially at the Initial Program Level now that those programs have two years of edTPA data available.**
- **RECOMMENDATION 3 for Quality Assurance:
ORGANIZATION AND ACCESS TO THE QAP DOCUMENT–**
 - **Each annual Quality Assurance Plan will be catalogued under its school year, with each year's goals included in forthcoming years so readers can see how the QAP goals have evolved as each year passes and the document is reviewed.**

- **Each year's QAP document will be placed in the EPP Blackboard space for accessibility.**