



**College of Education and Behavioral Science
Advanced Programs Assessment Committee (APAC)**

**Meeting: Monday, September 10, 2021
10:00 AM – 10:45 AM
Ed Leadership Bldg. Rm 216**

Attendees:

Rob Williams (At-Large): Chair
Ryan Kelly (Secondary K-12): Member – zoom
John Hall (Psychology & Counseling): Member – zoom
Lance Bryant (HPESS): Member
Joan Henley (At-Large): Member
Annette Hux (Ex-Officio): Member
Nicole Covey (Ex-Officio): Member
Prathima Pattada (Ex-Officio): Member
Audrey Bowser (Ex-Officio): Member – zoom
Karen Graham (TE) : Member: meeting minutes

Not in Attendance:

Jackie McBride (ELCSE): Member

- **Approval of Previous Meeting Minutes:** Rob sent out April minutes. Joan motioned to approve. Karen seconded the motion. Committee approved minutes.
- **Election of chair:** Joan motioned Rob continued as chair. Ryan and Karen seconded the motion. Committee approved the motion.
- **Election of recorder:** Rob: Jackie has been the recorder and would like to continue. Committee approved her continuing.
- **New Meeting Format**
 - a. Future [Meeting dates](#) all at 10:00 am in Room 216 at this time
October 15- Discuss APAC Annual [Report](#) & Update on Phase In Plans
November 19
No December meeting
February 11
March 4



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- b. **Phase In Plan**: Annette: will discuss next meeting, but we are already behind – should have been completed Summer 2021
 - i. All course assessments on CAEP Proficiency chart must go through validity and reliability
 - ii. Need to use 15-20 members with expertise to assess for V&R
 - iii. Ryan: Dixie, LaToshia, and Ryan read large number of student papers per Summer DeProw – but did not finish assessing for interrater reliability due to Dixie’s health issues. He is looking for official requirements for percentage needed for review.
 - iv. Annette: gave out parameters according to Phase In Plan
 - v. Ryan: has data that meets the Phase-In Plan.
 - vi. Annette: will email Ryan for results
 - vii. Annette: according to the Phase-In Plan, we must all use a statistician for V&R – possibilities: John, Ming Gao, Joan, or Wayne.
 - viii. Lance: he and Prathima believe Wayne did the calculations in the past. Annette will contact him.
 - ix. Rob: CAEP requirements are different than Phase-In Plan requirements, but we have to go by what we said we would do, which are the Phase-In Plan requirements. Also, ELCSE has an excel program for assessment results that calculate V&R.
 - x. Ryan: has one, as well.
- **Purpose of EPP** ([handout](#)): Annette sent the document to committee detailing the purpose of the EPP
- **Review of Quality Assurance Plan**
 - a. Advance Programs Assessment Calendar ([handout](#))
 - b. Advance Programs Assessment Plan Matrix ([handout](#))
 - i. Ryan: do we need to send the matrix through COPE
 - ii. Annette: no, because this is just a reminder – nothing new. We want to be able to gather data, analyze it, and improve if we need to
- **Review CAEP report**: Establishing Validity and Reliability for assessments noted in the CAEP proficiency chart as ‘Assessed.’
 - a. Annette is the new CAEP coordinator



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- b. Lance: gave oral report of meeting with CAEP committee. After introductory pleasantries, CAEP said they did not have any questions or concerns. They asked if we had questions. Meeting lasted about 10 minutes.
- c. Annette: CAEP upcoming review date is unclear. We have been told 2023, but the paperwork says 2024. She has reached out to the CAEP contact and is awaiting a reply.
- d. Ryan: asked if everything in the “assessed” column must be V&R
- e. Annette: Moving forward, all 6 must be done. Many areas did 3 this time, but suggested everyone move ahead and get the other 3 done. Asked if RDNG knew what was on the Proficiency chart?
- f. Ryan: yes – then named the items
- g. John: School of Psych was released from CAEP because they have a different accrediting agency. Drs. Bradley and Bryant asked him to stay on the committee as support – which Dr. Bryant said we all appreciate and to please continue. Do we still need his data?
- h. Prathima: has already sent out the completer surveys. It is good to have the data.
- **Phase-In Plans:** Program Coordinator meetings will be upcoming to review
 - a. Rob to Annette: do we want to share program data at each meeting?
 - b. Annette: we will begin with the Proficiency Chart. She will send out information before meetings so focus people can be prepared to talk. October 15th – all data must be in TaskStream.
 - c. Prathima will prepare data soon and get it into TaskStream. Praxis deadline was August 31st and it takes 10-14 days to receive the information.
 - d. Annette: ELCSE usually has Mary Elizabeth come over to walk ED Leadership through placing the information into TaskStream
 - e. Ryan: RDNG discovered that different people cannot be logged into same questions at the same time or it gets messed up. Different program areas can work on the same questions simultaneously, though.
 - f. Joan suggested that only the Program Coordinators should put the data into TaskStream to prevent difficulties
 - g. Ryan: RDNG was doing damage control
- Annette: Dr. Bradley is working on the APAC Annual Report



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- Ryan moved to adjourn the meeting. Rob seconded. The committee approved.
- Minutes approved at APAC meeting on Oct. 15, 2021. Lance Bryant made the motion to approve the minutes; Ryan Kelly seconded the motion; the motion to approve the minutes passed unanimously.