



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

**Meeting Minutes**

**Friday, September 9, 2022  
10:00 AM – 11:00 PM  
Ed Leadership Bldg. Rm 216**

**Attendees:**

Lance Bryant (HPESS): Member  
Prathima Pattada (Ex-Officio)  
Karen Graham (TE) : Member  
Nicole Covey (Ex-Officio)  
Alicia Shaw (ELSCE): Member  
Allie Paolini (Psychology & Counseling): Member  
Rob Williams (At-Large): Chair  
Joan Henley (At-large): Member  
Audrey Bowser (Ex-Officio)

Dr. Williams began the meeting at 10:00 am.

- Approval of Previous Meeting Minutes
  - A motion was made (Did not get the name) to approve the minutes and seconded (did not get name). There was no discussion or questions, therefore the motion to approve the minutes passed unanimously.

At that point the meeting was turned over to Dr. Bryant. Dr. Bryant discussed future meetings, dates, times, etc.



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

- Election of chair
  - Dr. Bryant called for nominations for a new chair. Dr. Joan Henley nominated Dr. Karen Graham. Dr. Rob Williams seconded the motion.
  - The committee approved Dr. Karen Graham as the new Chair of APAC.
  - It was noted that the Chair of APAC will serve on COPE as well.
  - Dr. Henley will replace Dr. Graham as the graduate representative on COPE
  
- Election of recorder

Dr. Alicia Shaw volunteered to be recorder of APAC and was approved.
  
- Review APAC Annual Report 2021-2022
  - The question arose concerning a discrepancy in due dates for APAC report to be sent to the head of the unit. It was agreed that the date should remain May 31<sup>st</sup> as stated in the APAC governance document.
  - Fall Assessment Day will be in November.
  - Spring Assessment Day is April 7, 2023
  - There was a discussion regarding the “charge” of APAC. APAC has the responsibility to make recommendations to the head of the unit based on what the data says about each program. This should be a continuous cycle:
    1. Dissagragate data
    2. Review data
    3. Find solutions



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

4. Carry through with solutions that are approved by head of unit
- Review Response by the Head of Unit
    - The committee agreed to make a concerted effort to ensure the tasks listed in the APAC report and The Head of The Unit Response were completed.
    - It was noted that the employer survey used by Educational Leadership need to be reviewed and adjustments made.
    - Reminders need to be sent to employers.
    - It was also noted that ed. Leadership faculty might need to call area administrators and remind them to complete the survey.
    - Consider reaching out to more admins to be on focus group
    - It was noted that it might be a good idea to create a chart as a guideline of tasks to be completed.
  - Meetings
    - a. Future Meeting dates all at 10:00 am in Room 216 at this time
      - October 14**
      - November 18**
      - No December meeting**
      - February 10**
      - March 3**