



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

Meeting Minutes

Friday, October 14, 2022

10:00 AM – 11:00 PM

Ed Leadership Bldg. Rm 216

<https://astatecall.zoom.us/j/93846428139>

Attendees:

Lance Bryant (HPESS): Member

Karen Graham (TE) : Chair

Nicole Covey (Ex-Officio)

Alicia Shaw (ELSCE) – Proxy by Rob Williams: Member

Allie Paolini (Psychology & Counseling): Member

Rob Williams (At-Large):

Joan Henley (At-large): Member

Audrey Bowser (Ex-Officio)

Dr. Graham began the meeting at 10:10 am.

- Approval of Previous Meeting Minutes
 - A motion was made (Lance Bryant) to approve the minutes and seconded (Joan Henley). There was no discussion or questions, therefore the motion to approve the minutes passed unanimously.
- Annual Report with Head of Unit Responses – Chart – discussion and dissemination of responsibilities to address Dr. Bradley’s concerns

#1. It was discussed that the Completer Survey had to be sent one year after graduation (per CAEP’s requirements), so it can’t be done at the end of the internship. Candidates must be employed in the job for which they were prepared.



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It was decided that we would reword question #2 in our November meeting. It was decided that Rob would send a copy of the Completer Survey to Karen with possibly a draft of how to change question#2. However, since we can't send out the survey during the internship, there is no need to eliminate or change question #2.

Joan Henley suggested that at our EPAC meeting, we ask the employers that are there to prompt the completers from their schools/districts to complete the Completer Survey

Audrey Bowser suggested offering completers an incentive to complete the survey. It was proposed that we offer for those who complete the survey to be entered in a drawing for a gift card – either ten \$10 gift cards or one \$100-\$150 gift card or one nice prize.

Nicole Covey suggested possibly contacting Co-ops to help determine where completers are employed

#2. Rob said that ELCSE key assessments have been validated. Joan was going to check to see if Reading had completed their validation. Rob will send a copy of the CAEP Assessment plan to Alison so she can see exactly what the key assessments are.

#3. Rob reported that this was for the EdS in Superintendency and that identifying those assessments have been finalized by Jackie McBride and Judith Jenkins.



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#4. Joan was going to check with Dixie Keys or Ryan Kelly to see if the mentor forms have been revised/finalized.

#5. Joan was going to check with Dixie Keys or Ryan Kelly to see if the assessments for Reading have gone through validity and reliability.

#6. The Employer Survey will continue to be sent out. Nicole suggested possibly having a QR code at our EPAC meetings and having employers complete it at the meeting.

Rob will send a copy of the Employer Survey and EPAC suggestion to Nicole to review. It is possible that we could eliminate the demographic questions on the survey in order to make it shorter.

#7. The new chancellor is aware of and putting a committee together regarding tenure/non-tenure concerns, increased faculty work load, etc.

Nicole suggested adding a column on the chart that says when each task was accomplished and by whom for documentation.

The following agenda items were tabled for future meetings:

- EPP Assessment Day Initial Report, Fall 2021
- EPP Assessment Day Multi Year Data Report, Spring 2022
- Data Disaggregation
 - a. Fall Assessment Day: 2021-2022 data – each program representative will need to have data for their assessments to share



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with APAC in November. APAC can then provide recommendations to each program if they are warranted.

- b. Spring Assessment Day: new data; will need recommendations for Annual Report to the Head of Unit
- Future Meeting dates all at 10:00 am in Room 216 at this time
 - November 18**
 - No December meeting**
 - February 10**
 - March 3**