

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

September 7, 2022, 4-5pm

Present: Lance Bryant, Nicole Covey, Audrey Bowser, Dixie Keyes, Lisa Rice, Rusty Young, Paula Greer, Prathima Pattada

1. Lance opened the meeting by reviewing the charge and purpose of the IPAC, the membership, and last year's IPAC report to the Dean with Dean's responses to IPAC recommendations.

He also asked for recommendations for members to fill vacant spots:

- Potentially the Psychology & Counseling spot
- At-large member

2. Dates for our meetings for the 2022-23 academic year:

- Wednesday, September 7th
- Wednesday, October 5th
- Wednesday, November 9th
- Wednesday, February 1st
- Wednesday, March 1st

3. We began to discuss general ideas around the past years' annual unit assessment reports and if any valuable change has resulted. Nicole suggested we continue the work of making recommendations and also follow through with recommended actions. She also said it would save time and add relevance if we used the EPP Assessment Day data review outcomes and suggestions to begin this year's data analysis for our next report, rather than starting from scratch with data reports we have already analyzed on EPP Assessment Day. She will send us that work.

4. We did not yet review the unit head's responses to last year's annual unit assessment report, but Dixie browsed it and curated **the Dean's responses/charges in regard to last year's IPAC recommendations:**

- CONTENT & PEDAGOGICAL KNOWLEDGE:
 - Continue using edTPA data to better align coursework to it and to ensure enough time in courses to address its components.
 - Continue faculty training in edTPA to provide high levels of support.
 - Develop curriculum maps/crosswalks to achieve "breadth and depth."
**Dixie's note: not sure what is meant by breadth and depth—of what?*
 - Continue to disaggregate data regularly for continuous program improvement.
- EDA DATA ANALYSIS
 - Continue to address the following EDA domains:
 1. Self-regulated learner behaviors
 2. Taking initiative
 3. Effective written communication skills
 4. Professionalism

- Add reasons/comments for candidates to provide detailed feedback (factual comments rather than opinions). **Dixie's note: not sure what this refers to?*
 - DIVERSITY REPORT
 - Form an adhoc committee focusing on diversity. At our first meeting we should recommend to the Head of Unit the composition and charge of the committee. They will plan and interview minority candidates (**Dixie's note: did she mean COMPLETERS?**) who currently teach in AR schools. The ideas generated by this adhoc committee will be shared in an EPP meeting.
 - QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT
 - Continue (the EPP) to use LIVE TEXT to manage our EPP wide assessments.
 - Continue (the EPP) to review and refine the assurance plan and make recommendations regarding key assessments.
 - ENDING MESSAGE FROM HEAD OF UNIT:
 - "The chair of IPAC is responsible for the dissemination and review of this report with members of IPAC. The IPAC members represent specific areas and are responsible for informing others in the area."
5. We discussed generally what we have 5 meetings (one down) to analyze the EPP Assessment Day suggestions/outcomes in order to develop the next IPAC report. Overall, we are generally aware that some of our areas for improvement are:
- PRAXIS Content Area scores
 - Updating and integrating technology in our programs
 - Enhancing candidate knowledge of culturally responsive teaching, application of effective instructional methods for diverse learners (ELL, neurodiverse, RTI, socioemotional needs, etc)
6. Last topic was selecting a chair and recorder. Lisa Rice volunteered to be chair if someone would assist her with recording and organizing final report. Dixie Keyes volunteered to help as the recorder. All agreed with these roles.
7. Lance offered to ensure ZOOM links were provided for any meetings that could not be attended in person. Prathima shared that she will be moving on to work at ABI; we shared our appreciation for all of her dedicated work over the years with COEBS.
8. Meeting adjourned.

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

October 5, 2022, 4-5pm

Present: Lance Bryant, Nicole Covey, Dixie Keyes, Lisa Rice, Rusty Young, Anthony Eldridge, Blair Dean, Mary Jane Bradley, Lance Bryant

1. Approval of minutes. Dixie motioned; Rusty seconded. Approved.
2. Vacant spots/member needed—Anthony joined us from psychology/counseling. We still need an at-large member. Nicole asked Dr. Grymes to join us, and she responded affirmatively.
3. New Business—choosing recommendations
 - a. from EPP Assessment Data
 - b. Possible starting points:
 - i. Praxis Content Area Scores (see below)
 - ii. EDA -disparity between EDA data & TESS dispositions (scores are high on EDA and lower on TESS)
 - iii. Diversity Report
 - iv. Employment Survey—Classroom Management
4. Comments from members:
 - a. Nicole requested advice or input for any different ways/methods to approach analysis of data during November's Assessment Day.
 - i. Templates used—did they work? Any recommendations to do them differently?
 - ii. Level of analysis varied across assessments
 - b. Dr. Bradley commented on PRAXIS 2 content scores; we have not attained the cut-off the last few years.
 - i. State offers AAP or alternative ways to meet the content qualifications.
 - ii. State now wants cooperatives to work with specific program students to pass middle level/secondary math.
 - iii. Nicole said she has vouchers for digital practice tests.
 - iv. Some students are having success with 240 Tutoring.
 - v. Emphasize Study Companion for each subject (what courses).
 - vi. Spring seminars for each subject, faculty-led to define study areas and topics.
 1. Faculty volunteers
 2. Nicole wants to spread out codes for practice tests
 3. Sharon Colburn from Crowley's Ridge will be working to offer assistance for test review
 4. Decide on a course (methods perhaps) where information about test assistance is disseminated. This should become systematic.
 5. This impacts Teacher Education programs, Physical Education, Secondary (math, music, ELA, others)
 6. Curriculum Alignment/mapping with Study Companion

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

November 9, 2022, 4-5pm

Present: Lance Bryant, Dixie Keyes, Lisa Rice, Blair Dean, Dr. Greer, Lance Bryant, Audrey Bowser, Joanna Grymes

1. Approval of minutes. Joanna motioned; Blair seconded. Approved.
2. New Business–

Summary of outcomes and recommendations from the Diversity Report
Review recommendations

Discussion began about Diversity Report: Lisa noted the “greatest need area” of the 2020-21 Diversity Report.

Note of record: IPAC already analyzed this report for last year’s IPAC report. Data is in process of being gathered for the next cycle. There is no assessment data coordinator right now to do this work.

(Dixie) The Draft Action Plan developed by the Diversity Standing Committee was handed out, and Dixie noted that there are many practical ideas in it they address the issues in the data.

(Audrey) The actual Diversity Survey being used:

- Must be valid and reliable; the one we use is widely used and meets this criteria
- If we need a new one, we need to begin after a CAEP report or visit is finished for consistency..
- Several have been looked at. Audrey has found two for “better” DEI information.
- We could design our own and validate it
- Ask Nicole–could we make a change now? We may need to wait until the next round.
- Joanna mentioned “The Multicultural Competence Teaching Test” and “Personal and Professional beliefs about diversity”

RECOMMENDATION:

- Convene a Diversity Survey Task Force that will meet beginning January 2023, on an adhoc basis (Keyes, Bowser, Rice, Bryant). This is in the draft Diversity Action Plan.
- Providing faculty with training related to issues or offering book groups related to DEI topics. Dixie will share or emphasize this idea at the Nov 19 Diversity Roundtable meeting.
- Develop a spreadsheet or tracking chart about DEI courses in the EPP: 1) What is being addressed? 2) How is it being addressed? 3) Benchmarks
- Revisit EPP Goal(s) about diversity under “vision of EPP” and the Teacher Education Handbook for connections/correlation. We discussed developing a handbook committee.

Next meeting: Wednesday, February 1, 2023 at 4:00 pm in Educational Leadership 216

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.**

Arkansas State University
IPAC Meeting Agenda
Wednesday, March 1, 2023 4:00-5:00 pm
Educational Leadership 216
MEETING #5

In attendance: L Rice, D Keyes, A Eldridge, A Bowser, K Melton, R Young, P Greer, N Covey, L Bryant, B Dean

Approve minutes from February 1, 2023 meeting: Grymes motioned to approve; Keyes seconded.

Old Business

Review previous recommendations—

PRAXIS 2 Support

- PRAXIS 2 review/tutoring has begun to happen through the cooperatives.
- Audrey reported that DESE is offering study sessions.
- Joanna questioned Bullet #3 in regard to content review.
- Change “should” to “could” or leave “should” out
- We are receiving communications from department and college about review sessions; Lisa asked about “systematic” as to who is responsible for communication.

DIVERSITY

- Discussion about developing a more thorough process for assessing how and what topics of diversity are being addressed in courses (3rd bullet).
- Nicole will draft an additional recommendation that aligns with the DEI portions of CAEP to strengthen our recommendation.
- Joanna typed: Develop a plan for determining both what is currently addressed in coursework and an EPP assessment that identifies our overall goal.

QUALITY PROGRAM ASSURANCE

- Discussed Rec 2 about a timeline for IRR to be completed. Key assessments must have IRR for CAEP. Nicole is working on getting responses on this.

Further Discussion: Dixie suggested having some introductory writing in the report we send to Dean that connects last year's unit leader responses to this year's report.

New Business

Review data from Employer Survey, as available—

- Karen gave a status report on this data; it is being reviewed right now. Karen shared some of the results with us.
- Nicole shared that Natalie Johnson-Leslie's work with "Mersion" might be a valuable tool to consider to improve our classroom management. Secondary programs might be able to use it.
- Lisa suggested one more meeting focused on Classroom Management in early April. She will send out a survey to set a date.

Adjourned at 505pm.