Tentative Meeting Minutes

September 14, 2020

3:30 pm – 5:00 pm

Members present: Nicole Covey, Kimberley Davis, Blair Dean, Prathima Appaji, Lance Bryant, Jacques Singleton (by proxy K. Davis), Mary Jane Bradley, quorum NOT met

1. Election of Chair and Recorder
	1. This will be sent out electronically for a vote by the end of this week, September 18.
	2. Dr. Davis will be sending this out electronically.
2. Set Meeting Schedule and Time
	1. We are proposing a 1:30-3:00 meeting time on Mondays to accommodate class schedules.
	2. Dr. Davis will be sending this out electronically.
3. Review 2020-2021 Quality Assurance Plan
	1. Presented by Kimberley Davis
	2. Dr. Davis will be meeting with each program coordinator to review the program assessment plan and make necessary revisions
	3. 3 Cycles of data—Fall 2020, Spring 2021, Fall 2021
		1. Initial Programs Assessment Calendar
			1. Added in EdTPA submissions to the coordinating months and the EdTPA EPP data report is sent to us in August and Prathima prepares it for review in September.
		2. Initial Programs Assessment Plan
			1. Added in the ACT as an acceptable assessment for entry into Teacher Education alongside the Praxis Core.
			2. Added in the Pre-Teacher Intern Check Form as the evidence for Checkpoint 2.
			3. Background checks for Checkpoint 3 will be reviewed by the PEP office.
			4. Added Internship Validation Form as evidence for Checkpoint 4, reviewed by the PEP office.
		3. Initial Level Program Assessment Plan Matrix
4. Committee Timelines
	1. October Meeting – Novice Teacher Survey Report (Kimberley and Jacques)
	2. November Meeting- EPP Intern Exit Evaluation Survey (Audrey and Prathima)
	3. December Meeting- PRAXIS II Report and EDA ( )
	4. January Meeting- Diversity Survey and edTPA (Nicole and )
	5. February Meeting- Technology Survey ( )
	6. March Meeting-IPAC Annual report ( )
5. Future Meeting Dates
	1. October 12
	2. November 9
	3. January 11
	4. February 8
	5. March 8
	6. April 12