**Meeting Minutes APPROVED**

**Monday, September 21, 2020**

**1:30 PM – 3:00 PM**

**Location:** [**https://astatecall.zoom.us/j/7220342669**](https://astatecall.zoom.us/j/7220342669)

**Meeting ID: 722 034 2669**

Convened by Rob Williams

Present: Rob Williams, Jackie McBride, John Hall, Lance Bryant, Ryan Kelly, Kim Davis, Audrey Bowser, Prathima Appaji, Meghan Medley, Mary Jane Bradley, Joan Henley

* Approval of Previous Meeting Minutes – Motion made by Ryan Kelly and second by Jackie McBride - Approved
* Election of Recorder - Jackie McBride elected Recorder (unopposed; unanimous)
* The 2020-2021 Quality Assurance Plan was reviewed.
  1. Advanced Programs Assessment Calendar – it was noted that the Annual COEBS Assessment day will be held in October 2020 but subsequent years the Assessment day will be scheduled in August.
  2. Advanced Programs Assessment Plan – Programs must implement the EDA/EDLA stay on top of assessment data in their plans. The cycle reporting data for assessment plans is September 1 – August 31.
  3. Advanced Level Program Assessment Plan Matrix – Kim Davis will complete the matrix and send the completed matrix to APAC and program coordinators for review.
  4. EPP Validity and Reliability Plan – Kim Davis reiterated that validity and reliability is required for all assessments on the proficiency and each program must have a plan for establishing validty and reliability. Faculty with advanced degrees in the content area can establish content validity. Academic Assistants with degrees in the content area can be involved in determining reliability. Kim Davis will get clarification from Dr. Summer Deprow on requirements for the percentange for establishing inter-rater reliability. Program directors should contact Kim Davis if they have questions about validity and reliability plans.
  5. EPP Program Review Process – Most programs will be submitting SPA reports in 2021 with the exception of Educational Leadership Programs due to changing standards. Data is not yet available for the new standards for that program. Dr. Henley and Dr. Bradley have consulted with CAEP Accrditation Director Banhi Battacharya who advised that the Educational Leadership Programs should update data in the current SPA report which recognizes the program as nationally accredited through the year 2025 rather than submitting a new SPA report.
* Livetext Assessments-Prathima
* Update on Completer and Employer Survey

Rob Williams shared the completer survey results and stressed the need to improve the response rate. The results should be disaggrated by program. The two areas that score the lowest on the survey were diversity and technology. The employer survery closed last week and the results are forthcoming.

* Future Meeting Dates
  1. October 19
  2. November 16
  3. January 18th
  4. February 15th
  5. March 15th
  6. April 19th
* Motion to adjourn at 2:48 made by Meghan Medley and second by Jackie McBride

\*Minutes approved at Nov. 16 meeting: motion to approve made by John Hall, 2nd by Meghan Medley, approved by unaminous vote