

**PROFESSIONAL EDUCATION UNIT QUALITY ASSURANCE COMMITTEE – YEAR THIRTEEN  
MONDAY, OCTOBER 19, 2015**

**Members Present:**

Allison Anders, EDST Representative  
Mary Anne Byrnes, Assistant Dean, College of Arts and Sciences  
Shana Harper, Alcorn Middle School  
Tommy Hodges, ITE Representative  
Jim Mensch, PEAT Representative  
Cassy Paschal, Oak Pointe Elementary School  
Nicole Spensley, Office of Institutional Research and Assessment  
Cindy Van Buren, Assistant Dean for Accreditation & Professional Preparation  
Craig Wheatley, White Knoll High School

**Program Representatives:**

Angela Baum – Early Childhood Education

**I. Call Meeting to order**

Chairman Mensch called the meeting to order at 1:00 p.m.

**II. Introductions, Overview of Meeting, and Approval of Minutes**

Chairman Mensch called for the approval of the minutes and asked if everyone had a chance to read over them. Dr. Anders moved to approve the minutes. Dr. Hodges seconded the motion. The minutes were subsequently approved.

**III. Committee Discussion**

- a. Purpose of the Committee – Chairman Mensch offered his thoughts on the importance of QCom and what the role of the committee might be going forward from this point. The discussion centered on the disconnect between higher education and careers in education, and how program evaluation can play a role in improving the disconnect. The committee reviewed the four primary duties of QCom and after discussion, it was decided that J. Mensch, C. Van Buren and C. Wheatley would work on revised wording to share with the committee at the next meeting.
- b. Guidelines for program area presentations – The new guidelines for program presentations were presented and discussed. There was discussion on the importance of challenges, future plans and data analysis being used to make program changes. No edits were suggested to the guidelines, and it was decided to use today's presentation as a trial to the new guidelines.
- c. Program review rubric – The new rubric was shared and discussed. A couple of minor changes were recommended to the rubric and a more major recommendation was to take off the overall score so that the rubric results will be more formative, again, it was decided to use today's presentation as a trial for the new rubric and after today we would look at implementing any changes that would be deemed necessary.
- d. Review of letters from September meeting – It was discussed that the letters should contain more verbiage when listing strengths and area for improvement, this would make the letters not seem so vague as to the understanding of what needs to be improved. Also a statement will be added that says, "We recommend that you share this information with all of the program area faculty for discussion and action." Committee members want the letters to clearly reflect that they listened to

the presenters and that they are advocates for program improvement. It was also decided that when the letter would be sent, that the committee would receive an email copy of the letter and sole purpose of this would be for knowledge of what was sent.

- e. Discussion of CAEP and role of QCom – C. Van Buren shared some basic information about the upcoming CAEP visit in October of 2017. She discussed the establishment of a CAEP Steering Committee and asked if it is important for QCom to be represented on the CAEP Steering Committee. The group said yes. T. Hodges volunteered to be the QCom representative to the CAEP Steering Committee stating that he would serve the dual role of also being a program coordinator in ITE.

#### **IV. Review of the Early Childhood Education programs (BA, Med, PhD)**

Angela Baum gave a brief and informative program overview of the BA which included faculty information, previous QCom results, enrollment, field placement information, monitoring of student progression, licensure rates, accreditation status, key assessments, program changes based on data, challenges, strengths and next steps.

She also shared that the PhD program is being discontinued. The plan is to create an Early Childhood Education concentration area within the PhD in Teaching and Learning. Similarly, the MEd program is going to merge with the MEd in Teaching. This decision is not as clear cut as the PhD decision because of the EC DSS cohort that is currently underway.

#### **V. Committee Consensus on Programs**

The committee discussed the assessment materials for the BA in Early Childhood Education and reviewed the materials and the presentation using the new rubric.

##### **Strengths of the program were noted and include:**

- Action plans in place for candidates not meeting benchmarks
- Focus on Diversity which includes children with disabilities as a strong part of the overall curriculum
- Measuring dispositions early in the program and often
- Faculty with a caring culture towards candidates and their success
- Field placement decisions are made with a great deal of thought and evaluation data is used to make determinations about future placements
- National recognition from NAEYC
- Faculty is commended for making the hard choice about the Med and PhD

##### **Areas for Improvement were noted and include:**

- Far too many adjuncts teaching classes, specifically core classes within the curriculum
- Reading instruction needs to be improved based on what the field is seeing from EC interns
- Tracking of program graduate into the field

##### **The Committee Further Encourages:**

- Evaluate the use of full-time faculty to teach core courses/methods courses. Analyze how many adjuncts teacher which classes and what impact this has on the quality of the graduates.

- Further development of alumni outreach and post graduate surveys in conjunction with Office of Assessment
- Evaluate faculty capacity and staffing levels and frequency of course offerings in order to make proposals about future staffing needs
- Consider teaching methods courses out in the schools as much as possible. This is considered the “gold standard” in connecting theory and practice.

#### **VI. Other Business**

- It was decided that future agendas will allow for a report from SCDE and time for input from the field.

#### **VII. Schedule for Future Meetings**

- Elementary Education (BA, MAT) – November 2015
- Language & Literacy (MEd, PhD) – November 2015
- Higher Education (Cert., MEd, PhD) – January 2016
- Center for Educational Partnerships – January 2016
- Educational Psychology & Research (MEd, PhD) – February 2016
- Teaching & Learning (PhD) – February 2016
- Middle Level Education (BA/BS) – March 2016
- Early Childhood Special Education – March 2016
- Secondary Math (MAT/MT) – April 2016
- Secondary Science (MAT/MT) – April 2016
- Secondary English (MAT/MT) – May 2016
- Secondary Social Studies (MAT/MT) – May 2016

Chairman Mensch adjourned the meeting at 2:49 p.m.