Professional Education Programs Committee Meeting  
February 21, 2003, 1:00 pm, Wardlaw 110  
Minutes


Welcome: Dr. Van Scoy welcomed the group and asked that they introduce themselves. She noted that an MAT meeting would immediately follow this meeting and appropriate members should stay for the next meeting.

Dr. Van Scoy presented an overview via PowerPoint on “Where We Are in the Accreditation Cycle Spring 2003,” noting that most of the information could be found in the handouts that she and Ms. Connolly would be providing. The general information covered included dates of the visit, the development of the assessment system, and what would be “due” next from all programs for our accreditation visit.

She displayed and discussed the new poster of the conceptual framework, asking that they be prominently posted. She also noted that additional framed copies of the poster would be displayed around the College of Education, presented to the Deans in the other six colleges/schools of the PEU and principals of the schools in the PDS Network, and that extra copies could be obtained from Ms. Connolly.

Dr. Van Scoy continued by noting the following points in relation to the PEU’s accreditation /state review visit:

- NCATE visit – October 18-22 (noting that all program faculty should make an effort to be present the 20th and 21st)
- The important relationship between the program reports and NCATE’s Standard One. Program reports have been submitted and several faculty are writing rejoinders for an April submission.
- Faculty need to help with individual program assessment plans that will eventually become a part of the unit-wide assessment program.
- The PEU Assessment System database is being developed and is housed in the Office of Student Affairs, available via the software, Filemaker Pro. By March 1 faculty should indicate additional areas/fields they want entered into the electronic data base and they should provide any data by May 1, that is held in program/department offices. Data entry for new fields will begin Summer 2003.

Dr. Van Scoy welcomed Michael Seaman as Chair of the NCATE/Accreditation Standard 2 Committee. Dr. Seaman noted that members had received a handout on the proposed purpose and structure of the Professional Education Unit Quality Assurance Committee (QComm). He noted one correction to the handout in the 2nd paragraph, 1st sentence. The description of the committee should read “11 members” not “12 members.”
Dr. Seaman discussed the work of the faculty committee, noting that Ms. Connolly would act as the Executive Director under the leadership of the elected faculty chair. The purpose of QComm is to implement and administer a continuous assessment system, whereby data are collected, analyzed, and presented in aggregate forms in order to enhance the quality of all PEU programs. In addition, Dr. Seaman emphasized the importance of the QComm in relation to the University’s initiatives in strategic planning and meeting SACS requirements.

Dr. Van Scoy asked for a vote on adopting the QComm as a permanent faculty committee. The proposal was unanimously approved.

Following the vote, Dr. Seaman added that a representative outside the COE is needed to serve on the committee. He asked that those interested in serving in this capacity contact Irma Van Scoy or Renee Connolly.

Respectfully submitted,

Mary R. Breedlove