I. Welcome and Introductions – Dr. Irma Van Scoy

Dr. Van Scoy called the meeting to order at 2:18 p.m. and asked that members introduce themselves.

II. NCATE/Accreditation Update and Thank you – Dr. Irma Van Scoy

Dr. Van Scoy provided an update to the members of the October 2003 NCATE visit and the recent correspondence that has been received from NCATE. She told the members that Dean Sternberg had received an email from NCATE stating that the Professional Education Unit at USC had been formally granted continuing accreditation from NCATE. The email stated that a formal letter would follow and will be sent to President Sorensen’s office. She thanked all the Committee members and any absent colleagues for their congenial support, assistance, and patience over the past 3 years as the COE headed preparation for this visit. In addition, she reported that pending approval by the SC Board of Education, NCATE was trying to move its accreditation cycle to a seven-year cycle instead of a five-year cycle. She asked that faculty turn their attention to the continued implementation of their assessment plan.

III. Ongoing Performance Assessment and PEU Database – Ms. Renee Connolly

Ms. Connolly reviewed what assessment plan expectations are still in place for all programs in the PEU. She showed the members what the current assessment system looks like in the FileMaker pro database and explained that changes and updates can be made to each program’s assessment template as their plan changes. In addition, she reminded the group that her office can aggregate what data they currently have for each program. Although those data are only course grades, ADEPT information, Praxis scores, and graduate examination information, she hopes that those data will grow as more programs become accustomed to the plan and as they complete their internal QCom reviews. Ms. Connolly highlighted an example from an undergraduate program of how data can be aggregated for faculty use. She also reminded the group that her office will be working this year to make this database available via its web format.

IV. Quality Assurance Committee (QCom) Update – Dr. Ed Dickey

Dr. Dickey gave a short presentation on the PEU Quality Assurance Committee (QCom) and where it was in the first year of its cyclical review. He reviewed the purpose of QCom and distributed its procedures to the Committee members. In addition, he reviewed the rubric and review sheet that QCom members use when reviewing assessment plans. Dr. Dickey requested comments and feedback from PEPC members regarding
QCom procedures and criteria. He highlighted common issues that have surfaced as a result of this first year of reviews that include: 1) formalizing a plan for gathering, storing, analyzing, and review candidate performance data, 2) including performances that are meaningful and critical to the success of the program, and 3) seeking assistance and talking to others. He reminded the members that the next year of reviews would include slightly higher expectations from assessment plans in relation to formalized processes and aggregated data.

The meeting was adjourned at 3:12 p.m.