Members present:
Dr. Ed Dickey, Committee Chair, Professor and Chair, Department of Instruction and Teacher Education
Dr. Lynda Nilges, Assoc. Professor Department of Physical Education & Physical Education program representative
Dr. Loren Knapp, Asst. Dean, College of Science & Mathematics
Ms. Falcia Harvey, Coordinator, SC Dept. of Ed. Office of Teacher Quality
Dr. Debbie Hamm, Chief Information Officer, Richland District Two
Dr. Irma Van Scoy, Associate Dean, College of Education
Dr. Alisa Lowrey, Asst. Professor, Department of Educational Psychology
Ms. Renee Connolly, Dir. of Accreditation & Quality Assurance, College of Education

I. Call Meeting to Order & Approval of November 14, 2003 Minutes – Dr. Ed Dickey
Dr. Ed Dickey, Chair, called the meeting to order at 1:05. He highlighted the agenda items and explained what he hoped to accomplish with the committee’s help during this meeting. The minutes from November 14, 2003, were approved with no changes. They will continue to be posted on the COE webpage at:  http://www.ed.sc.edu/Documents.asp .

II. Finalize School Psychology Report and Recommendations
Dr. Dickey distributed the draft version of QCom’s recommendation report for the Ph.D. in school psychology. He briefly reviewed the findings and recommendations as outlined in the report with the committee members and all came to consensus on the general category of the kind of progress the program made on its plan. Dr. Dickey said that he would finalize the wording on the recommendation report based on the committee’s upcoming discussion on procedures and rubrics and then forward the recommendation report to the appropriate persons.

III. Committee Discussion of Recommendations & Procedures for Physical Education Programs
The committee briefly discussed where it is in the physical education reviews and upon recommendation of the Chair, decided to cover the details of these reviews at a later meeting. Ms. Connolly will continue to work on the compilation of the committee members’ comments on all the physical education programs and with the Chair, will work on the drafts of the recommendation reports.

IV. Committee Discussion of General QCom Procedures
Dr. Dickey distributed a draft version of QCom’s procedures and rubrics. He reminded the members that the procedures for what happens after a program’s assessment plan was reviewed had not been clearly defined and that the members should take the time to review this carefully. The committee discussed implications of the classifications used for each program’s progress, how important the communication process is in the process, and the use of a subcommittee to review revisions that the program makes. The members made suggestions for different classifications that might be used to categorize where each program was in terms of preparing/administering their assessment plan. They also expressed an interest in making a clearer distinction under the programs cited as “exemplary” and what kinds of feedback from QCom would be truly meaningful for the programs. Dr. Dickey agreed to modify the QCom Procedures and Rubrics to reflect the members’ suggestions and would ask the Director of Teacher Education to review the procedures.

The members also discussed ideas on how to better use meeting time to ensure a more complete and thorough review of programs. It was decided that the core committee members would gather 30 minutes prior to the start of each QCom review meeting to discuss their findings, cover what questions may be important, and to informally discuss what might be best covered in the pending review meeting. They also decided that it would be most helpful to review any evidence provided ahead of time by the program or the Quality Assurance Office during this time.
V. Finalization of dates for Spring 2004 reviews
Ms. Connolly announced that the program representatives for the reviews in spring 2004 had been contacted about their reviews and told the groups what dates were available for these reviews. Members decided what dates and times would fit best with their schedules and Ms. Connolly agreed to check these dates with the program representatives, as some of the times had changed. The dates that the committee agreed upon are as follows and are all scheduled for the Dean’s Conference Room in Wardlaw with the core committee convening 30 minutes prior to the start time listed:

- Health Education: Friday, January 23, 9:00 a.m.-10:30 a.m.
- Art Education: Friday, February 20, 1:00 p.m.-2:30 p.m.
- Music Education: Friday, March 26, 1:00 p.m.-2:30 p.m.
- Speech-Language Path.: Friday, April 9, 1:00 p.m.-2:30 p.m.

The meeting was adjourned at 2:35 p.m.