I. CALLED MEETING TO ORDER – Dr. Lynda Nilges
Dr. Lynda Nilges, Acting Chair, called the meeting to order at 2:05. She asked committee members to introduce themselves and provide what department they represented.

II. BACKGROUND OF COMMITTEE DEVELOPMENT – Dr. Michael Seaman
Dr. Seaman provided the committee members a description of the Professional Education Unit and how QCom has developed from initial work of the Accreditation Standard Two (Assessment System) Committee to now. He explained the work of the Standard Two Committee and how it shaped what program assessment plans should become and how a unit-wide system should be developed. Members on that committee worked to help program faculty understand how to relate their programs to the conceptual framework, what types of performance assessment could be used in plans, what logistics of each plan should be covered, and how their plan would relate to the ongoing review of what QCom would be doing. Dr. Seaman also informed the committee that four of the original Standard Two Committee members are currently members of QCom.

III. Committee Charge – Dr. Michael Seaman
Dr. Seaman charged QCom with its responsibility to review PEU program assessment plans in a timely, meaningful manner that would provide on-going program evaluation for faculty. Committee members were referred to the approved proposal for QCom, which was provided to them. He outlined two main areas in which he believed QCom would be of most help to the Professional Education Unit: 1) QCom will help keep the PEU on track in terms of good, helpful program review that will go far beyond requirements for accreditation/state review and 2) QCom will provide the PEU with an experienced group of individuals who represent various levels of experience with assessment, review, and response, while coming together from all parts of the PEU and the State and Districts in a collaborative manner. One area in which Dr. Seaman expressed some potential concern for the committee was QCom’s responsibility for providing meaningful responses to programs so they can make real changes to their programs for improvement.

IV. Review and Approval of Unit-Wide Assessment System – Dr. Irma Van Scoy
Dr. Van Scoy asked the committee members to review the unit-wide assessment plan that had been provided to them. She explained how each component of the plan was integrated into the function of the PEU and how each was currently being conducted. The development of this plan was an integral part of the upcoming accreditation/state review visit, but more importantly it functions as the one overarching piece that brings the program assessment plans, QCom’s work, unit variables, performance assessment, survey and other external data, and faculty/staff implementation together. The Committee reviewed and approved the plan.

V. Inventory of Programs to be Reviewed During 2003-04 – Dr. Irma Van Scoy
Dr. Van Scoy reviewed the groupings of programs that are scheduled for QCom review over the next five years. She explained to the committee how each of the groups of programs were put together and also that the level of expectations would gradually increase with each year. The first grouping of programs during 2003-04 will be responsible for developing a plan, collecting data, and explaining their analysis to date. The Committee had discussion on the appropriate mechanism and process for evaluating programs and following up on recommendations. They requested that a template be developed for their review prior to the first review meeting scheduled for School Psychology (Ph.D.) on October 10, 2003. Ms. Connolly and Dr. Van Scoy agreed to draft criteria for review in order to assist the committee and to help the program area up for review understand what would be expected.

VI. Election of Committee Chair – Dr. Lynda Nilges
Dr. Nilges asked for nominations for Chair of QCom for the 2003-04 year. Dr. Knapp nominated Dr. Ed Dickey for this position. No other nominations were presented and Dr. Dickey was approved as Chair.

VII. QCom Involvement During Accreditation/State Review Visit – Ms. Renee Connolly
Ms. Connolly reminded the members of the October 18-22 accreditation dates and that the members of QCom are scheduled to be interviewed by team members. She asked that members check their calendars for their availability on Monday, October 20, 2003, from 9:20-9:55, Dean’s Conference Room.

VIII. Schedule for Fall 2003 Program Review – Dr. Lynda Nilges and Ms. Renee Connolly
A. School Psychology – Dr. Nilges reminded the committee that the first program assessment review is scheduled for the School Psychology Ph.D. program on Friday, October 10, 2003, from 9:00 – 10:30 a.m. in the Dean’s Conference Room. The Committee decided to use no more than the first hour for review of School Psychology and the last half hour for discussion on how to proceed with recommendations to programs.

B. Physical Education – The Committee agreed to meet on Friday, November 21, 2003, from 10:00-11:30 a.m. to review the five program in Physical Education.

IX. The meeting was adjourned at 3:10 p.m.