Members present:
Ed Dickey, Chair, Department of Instruction & Teacher Education
Richard Wertz, Department of Educational Leadership & Policies
Debbie Hamm, Richland District Two
Alisa Lowrey, Department of Educational Psychology
Irma Van Scoy, COE Associate Dean
Loren Knapp, Asst. Dean, College of Science & Mathematics
Renee Connolly, Dir. Accreditation & Quality Assurance

Dr. Dickey called the meeting to order at 1:06 p.m.

I. Welcome and Overview
Dr. Dickey welcomed all members and asked for introductions. He called attention to the three new members who are joining the committee in 2004-2005.

II. QCom Overview
Dr. Dickey outlined the membership of the committee and how each representative brings his/her expertise to the committee. He highlighted the contents of the folders given to each member, with specific attention to QCom’s review procedures and rubric. He reminded the members about these procedures and how, in his opinion, they work during the year. Dr. Knapp added comments regarding his perception of what program information is helpful during the regular review meetings. Upon a request from Dr. Wertz, Dr. Dickey explained the long-term outcomes of the work of this committee and its internal and external significance to the COE and for internal and University efforts. Dr. Lowrey added comments pertaining to the value of hearing program faculty describe their programs. Dr. Van Scoy added that what is heard and brought up as discussions in this committee will be helpful across the entire Professional Education Unit – and in each members’ home department. Dr. Hamm commented on how some programs seem to be at different levels in terms of preparation and use of data. Dr. Lowrey asked if it was possible to request that programs bring examples of items they cite in their assessment plan. Ms. Connolly highlighted the sample assessment plan, program data page, and QCom review sheet and reminded the members that this is what she would be sending prior to each QCom review meeting.

III. Review of 2004-2005 Schedule

A. Programs to be reviewed in 2004-2005
Dr. Dickey called the members’ attention to the schedule of program reviews for this year. He proposed, based on members’ schedules, that the meetings begin with the committee at 1:30 p.m. and the formal review begins at 2:00. The end time will be no later than 3:30 p.m.
Dr. Dickey commented on future reviews during Years 3-5 and suggested that the schedule be adjusted considering that NCATE and the State have moved to a seven-year cycle. No discussion was held on this point at the time.

Dr. Van Scoy suggested that the higher education track of the Ph.D. in Educational Administration be combined during the March 2005 meeting with the other higher education programs. Dr. Wertz agreed that this idea was logical since the other programs for review during that month were in the higher education/student affairs field and shared the same faculty.

B. Follow-up reviews for 2003-2004 programs
Committee members discussed how this should be administered during the 2004-2005 year and it was decided that the Director of Teacher Education would initiate this action. The committee suggested that a reminder come from his office asking the program to respond to this request for a follow-up review. All programs that were reviewed in 2003-2004 are scheduled for a follow-up review.

IV. Reschedule Educational Administration meeting
Dr. Dickey asked that the members consider a request from the educational administration faculty to reschedule their September review meeting to December. The committee rescheduled this meeting for Friday, December 3, 2004. As discussed previously, this review will only pertain to the M.Ed., the Ed.S., and the CD-12 track of the Ph.D.

V. Reschedule Educational Technology & CAPE meeting
Upon a request from the educational technology faculty, the members rescheduled this review meeting for Friday, February 18, 2005, which will coincide with the M.Ed. in Educational Research and the Ph.D. in Educational Psychology and Research. The MEd in CAPE will remain on the schedule for January 21, 2005.

The meeting was adjourned at 2:10 p.m.