I. Call Meeting to Order and Review of Minutes from March 7, 2007
Dr. Stevenson called the meeting to order at 1:40 p.m. Dr. Wilson joined the regular committee members at 2:00 p.m. for the formal portion of the meeting. Dr. Stevenson asked for introductions from the regular members.

II. Review of the BS/BA Middle Level Plan
The regular committee members began preliminary discussions regarding the review of the BA/BS Middle Level plan. These discussions included the systematic collection of data and Praxis II as a requirement for program completion.

Dr. Wilson provided an overview of this newly-developed plan with comments regarding how new some of the assessments and their relation to the program. She reviewed the number of graduates since its inception in fall 2003, which at this point are over 10.

Dr. Stevenson asked Dr. Wilson to comment on which data have been collected to this point. She informed the members that they have Praxis I and II on some candidates at this point. Dr. Dickey recommended that she consider only including the content-related exams as part of what will be sent to NMSA, rather than including the PLT exam. The committee entertained discussion on how the PLT may be helpful as part of the assessment plan. Dr. Van Scoy asked for detail on how data are collected and where it goes. Dr. Wilson explained that some data on the field packet and its portions have been collected and submitted to the AQA Office. Ms. Luthren confirmed that those data have been submitted and the office is awaiting final clarification as a result of this meeting to input data in the most helpful way to the program.

The Committee entertained discussion with Dr. Wilson on attending an NMSA preparation session or speaking to a trained representative from the association. Dr. Van Scoy suggested that the College find some way to get her connected to the association for training or assistance in report compilation. Ms. Connolly agreed to help find a contact with NMSA for assistance in report and assessment preparation. She also suggested to Dr. Wilson that her office maintain data for areas of specialization, Praxis II scores, and admission scores to assist in her preparation of “student program files” as listed in the plan.

Dr. Dickey asked for clarification as to how the candidates are listed in Table E of the Data Summary Report. Ms. Luthren explained that these are classifications of the candidates who have chosen one of the six possible combinations within this degree. Dr. Wilson reported that program faculty have considered some options in terms of asking candidates to choose options within the degree. The
committee continued to entertain discussion on which courses in the College of Arts and Sciences related to their degree are most helpful for their career as future educators.

Dr. Wilson asked for clarification as to how program changes should be documented when they are made. Dr. Van Scoy explained that there is an annual form for each program to complete that will assist programs in listing a change, what data were used for the change, and when change was/will be implemented.

III. Committee Discussion of Recommendations & Procedures for Plan
Dr. Stevenson outlined the major points of discussion and recommendations for the program that include: “Progressing” - there is a plan, data are being collected, collect data in format that will be helpful, obtain assistance from SPA for report preparation, clearly-defined ways of using data for program improvement, assessments in a plan may outnumber those required for NMSA submission, program-specific questions may be included in the plan that may not be necessary for NMSA submission, find ways to use AQA Office

IV. Committee Approval of Outstanding Recommendation Report
Dr. Dickey moved for discussion of the Recommendation Reports. The motion was seconded and approved. Dr. Van Scoy asked for changes to the M.Ed. Teaching report that the necessity for collecting data be moved to the “must” statements within this report. She also cited some concern for including an internship experience for the M.Ed Teaching and Ph.D. Secondary, as a recommendation for the report, but decided not to pursue changing this report. Dr. Dickey agreed that the action research portion of the M.Ed. could qualify for this requirement.

There were no further comments regarding any of the outstanding Recommendation Reports and they were approved, with suggested changes for the M.Ed. in Teaching, Ph.D. in Secondary, MAT/MT in Social Studies, and the MAT/MT in Math. Ms. Connolly agreed to send out the Recommendation Reports.

V. Committee Discussion of Procedures for Review of Revised Assessment Plans
Ms. Connolly reminded the members of the procedures that QCom has used in the past to look at revised plans when they have been submitted for review. The committee entertained discussion on what the best procedures are to complete the task of revising the plans listed below. Drs. Van Scoy and Stevenson suggested ideas to review these plans. Dr. Stevenson suggested that Drs. Dickey and Van Scoy and Ms. Connolly couple with newer members to review the revisions and make a second round of recommendations. The committee entertained discussion on what to do with those programs who have not submitted any revisions for the April 16 deadline. Dr. Van Scoy agreed to work with Ms. Connolly to develop a system to disseminate and review the plans.
Counselor Education (EdS, PhD)
Early Childhood (BA, MAT, MEd, PhD)
Educational Administration (MEd, EdS, PhD [track])
Educational Research (MEd, PhD [track])
Educational Technology (M.Ed.)
Foundations of Education (PhD)
Higher Education (Cert., MEd, PhD [track])
Library-School Media (Cert., MLIS, SLIS)
Physical Education/Athletic Training (BS [two tracks], MAT, IMA, MS, PhD)
Special Education (MAT, MEd, PhD)
Teaching (Ed.S.)

VI. Reminders
A. The final meeting of the semester is scheduled for May 2, to begin at 1:30 p.m.
B. Dr. Stevenson reminded the members that they will be review the MAT in Foreign Language’s assessment plan and discussing the plans for the newly-approved certification track of the BA program during May 2 meeting.

C. Dr. Stevenson asked Ms. Connolly to continue to send out reminders for outstanding programs that have not submitted revisions and to remind those programs that are due to submit revisions this semester (Elementary, Theatre, Language & Literacy).

D. Dr. Dickey reminded the members that new members will be necessary for the 2007-08 year. The ITE Department has elected Dr. Nathan Carnes to represent the faculty for the 2007-08 – 2008-09 term.

E. Dr. Van Scy suggested that revisions could be useful for the review sheets and rubrics, as QCom has evolved over the past four years. Dr. Stevenson also suggested that he would like to consider changes to the procedures within QCom. These items will be addressed during the early part of fall semester 2007.

The meeting was adjourned at 3:15 p.m.