Quality Assurance Committee – Year Seven
September 25, 2009

Members Present:
Steven Liu – EDST Rep.
Mary Ann Byrns – College of Arts & Sciences Rep.
Irma Van Scoy – COE Associate Dean
Renee Connolly – COE Accreditation & Quality Assurance

I. Call to Order and Introductions

A. Introductions
Dr. Nilges-Charles called the meeting to order at 9:35 a.m. and welcomed the members. She asked for introductions from each of the members. Dr. Van Scoy provided an overview of the committee membership and the relationship of this committee to the unit-wide assessment system.

B. Approval of Minutes
Dr. Nilges-Charles asked for the approval of the May 8, 2009, minutes. Dr. Van Scoy clarified an issue in the May minutes regarding school district and State Department representation and term of that representation. Based on a comment from the minutes, she asked the members for agreement to investigate the addition of one other member from the SC Commission on Higher Education or an at-large member from the College of Education. Members approved the minutes.

C. Overview of Quality Assurance Committee and Purpose
Dr. Nilges-Charles explained the basic process of how the QCom group will work for this academic year, emphasizing the importance of sending a representative when a member cannot attend. In addition, she clarified that this committee has been established to be a helpful mechanism for the review of programs and best practices for assessment procedures. She asked that a description of this committee be provided to the members for their understanding of the work ahead. Dr. Connolly agreed to send a copy to the members.

II. Schedule of Reviews for 2009-2010

A. List of Programs and Reviewing Associations and Agencies
Dr. Nilges-Charles distributed a list of programs and agencies to help members understand which programs are reviewed by specific associations and agencies. Dr. Van Scoy emphasized the helpfulness of this chart so members understand how the reviews may differ over the course of the committee work. She and Dr. Nilges-Charles provided an overview of the SPAs and stage agencies in relation to the reviews of this committee.

B. Schedule
Dr. Nilges-Charles asked the members to review which programs will be scheduled for reviews during the 2009-10 AY. Drs. Connolly and Van Scoy agreed to work with the programs that are up for reviews this year to assist them with what to bring to the meetings.
III. QCom Procedures
Dr. Nilges-Charles asked the members to review the newly-proposed procedures for QCom. Dr. Van Scoy provided an overview of how the review and follow-up procedures originally worked for the committee and what problems existed as a result of these. She highlighted the changes to the procedures which will hopefully make the process more streamlined and leave the responsibility within the program and its administration. Members entertained discussion on the best way to revise procedures so the committee’s findings are clear for the program and the process provides a useful and collegial atmosphere. Ms. Byrnes commented that the process seems to be helpful as is, rather than changing the procedures dramatically. Dr. Van Scoy suggested that the minutes very clearly reflect the committee’s consensus so the Dean or Department Chair over each program. Ms. Byrnes asked for a single communication instead of multiple pieces of communication. Dr. Meeks agreed, but emphasized a need that administrators who receive the communication from QCom understand the criteria that were used for the recommendations. Dr. Connolly asked the members to consider a process that could happen during the meeting so true committee consensus can be defined prior to the end of a meeting. Dr. Meeks suggested a process that is used at the SC State Dept. that may be helpful during these meetings and also suggested that the review sheet contain categories that meet the actual categories that are being considered (3 levels instead of 2). Members entertained discussion on how best to use the Review Sheet so programs understand what is expected, but are not confused in the end results regarding what the committee recommends. Drs. Nilges-Charles, Van Scoy, and Connolly agreed to update the procedures and review sheet to reflect the ideas suggested in the meeting.

IV. Review Sheet and Use
During discussion of the procedures, members suggested some changes to the review sheet to clarify the categories on the sheet. Members were very interested in making sure that the final letter that is sent to program administrators is very clear in providing areas of strengths and weaknesses. Dr. Van Scoy asked specifically how to handle the SC State Standards within this review sheet and the end results. Dr. Liu suggested that the results be presented to the program and its administrators in a similar way to how grant feedback is given to grant applicants. Members entertained discussion on how to use the review sheet during the meeting to assist Dr. Connolly in capturing the members’ consensus, while producing a helpful report.

Dr. Nilges-Charles summarized the members’ discussion to include the review sheet as part of the official minutes. She reminded the group that Dr. Connolly will capture the committee’s consensus for each item as input those as part of the “Committee Discussion” for each review meeting. She asked the members to consider that some of the elements on the review sheet may be “NA” and that those will be pointed out at the beginning of the meeting. Dr. Nilges-Charles emphasized that the first review meeting in October will be a pilot to try out some of these suggested changes.

V. Other Business
Dr. Nilges-Charles asked for a meeting time for the remainder of the semester. The committee members suggested the following dates for upcoming meetings for the semester.
- Thursday, October 29, 2009 1:30 p.m. – 3:30 p.m. Music programs
- Friday, November 20, 2009 9:30 a.m. – 11:30 a.m. School Psych & Speech Path.
The members agreed to set the spring 2010 meeting dates at the October meeting.

The meeting was adjourned at 11:31 a.m.