

Advanced Advisory Council

Minutes

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Attendance: Dr. Chamberlin, Dr. Ricks (SME 661), Dr. Kitchens, Dr. Bose

1. Prayer Notes:

Dr. Bose opened the meeting in prayer

2. Topic #1: Overview of CAEP

Notes: Dr. Bose provided an overview of the CAEP standards for advanced programs.

3. Topic #2: Advanced Content Project

- a. Notes: Dr. Bose explained CAEPs evaluation framework for EPP-created assessments. She shared the process that Dr. Silvey went through last year to validate the content of the ACP rubric for School Counseling. This key assessment is in EDCE 661. An expert panel completed several surveys using the Lawshe's method. Then, the expert panel confirmed the standards which aligned with the rubric. The plan was to pilot the new rubric in the spring of 2019 and with full implementation in the summer of 2019. Dr. Silvey also created a Scorer Training module for all professors who teach EDCE 661. Dr. Chamberlin explained some of the recent changes in SBS. The group discussed where SBS was in completing the ACP project. See action items below.

4. Topic #3: Advanced Internship Assessment

- a. Notes: After Dr. Ricks and Dr. Kitchens left, Dr. Bose provided an overview of the AIA to Dr. Chamberlin. Dr. Bose shared that the next assessment which the SOE is working to validate is the internship assessment. The existing internship assessment known as the ACA is out-dated. It needs to be revised to meet CAEP's framework for EPP-created assessments. The other advanced programs revised the AIA by January 2019 and piloted in the spring of 2019 with full implementation in Summer 2019. The rubrics went a validation process during the spring of 2019 with an expert panel and then P-12 partner validation in the summer of 2019. Dr. Silvey had begun revising the AIA for School Counseling. The rubric will need to be completed, validated, piloted, and implemented. Dr. Bose scheduled a separate meeting with Dr. Chamberlin and Professor Bowles to discuss the AIA in further detail.

5. Topic #4: Program Audit – This topic was saved for a future meeting.

6. Questions/Concerns

Notes: Several expressed concern over the scoring of the Anchor Samples in the training course. They felt the anchor samples and the rubric did not match.

7. Action Items:

- Pilot rubric with a small sample- end Summer D.
- Revise template in LiveText to align with rubric.
- Place new rubric in LiveText for full implementation Fall B/D.
- Future- revise anchor samples for scorer training Other Action Items
- Dr. Bose will meet with Dr. Chamberlin and Prof. Bowles to discuss the internship assessment. DONE
- Dr. Bose will send info to Dr. Chamberlin about CAEP standards. DONE

Fall 2019: August 21, 2019

Present Participants: Professor Bowles, Dr. Chamberlin, Dr. Hannon Walker (WebEx), Dr. Bose Notes from Agenda:

8. Prayer Notes: The meeting was opened in prayer.

9. Topic #1: CAEP Evaluation Framework

Notes: The CAEP Evaluation Framework for EPP-created assessments was shared as an attachment. This document allows the EPP to evaluate the assessments they create to determine if it is valid and reliable. This is the same instrument that the site-team will use to evaluate EPP-created assessments.

10. Topic #2: AIA

Notes: Dr. Bose shared copies of the AIA drafted by Dr. Silvey. She explained that last year, the advanced program directors went through a process to revise the AIA. Using the CAEP Evaluation Framework tool, each program director was to revise their respective internship instrument by completing the following:

- Remove rating scale
- Provide clear levels of progression to describe candidate performance
- Use “and/or” format
- Provide “Look-fors” to help on-site mentor
- Tag standards

11. Topic #2: Validation Process

Notes: Dr. Bose provided an overview of the validation process. It is a two part process for this instrument. First, a group of content experts will review the instrument using the CAEP Evaluation Framework for EPP-created assessments and provide feedback. They will also confirm the tags labeled on the rubric. Second, the content of the instrument will be validated by P-12 partners. Third, the assessment will be piloted before launching in Spring 2020. Dr. Bose mentioned that a video for the on-site mentors will also need to be created to explain how to score the assessment.

12. Topic #4: Program Audit

Notes: Dr. Bose explained the 6 professional skills that CAEP mentions in Standard A1.1. These skills are to be weaved throughout the program and three need to be solidly assessed. In order to determine how the 6 skills are already in the program, an audit should be conducted of all courses on the School Counseling DCP. Dr. Bose explained that this has already been done for the school administration, reading specialist, and math specialist programs. She is willing to share the tools that were created so a similar task can be done with the SMEs of courses on the School Counseling DCP.

13. Questions/Concerns

Notes: There were several questions and concerns mentioned throughout the meeting. One noted concern was the SBS decision to discontinue LiveText as of January 2020. Dr. Bose mentioned that this would have a serious impact on the ability to collect data needed for the CAEP self-study.

14. Action Items:

- Dr. Bose will send examples of other AIAs.
- Dr. Bose will send the SCRIP Dispositions & Diversity Assessment tool
- Dr. Bose will send the Program Audit tools to Dr. Chamberlin to adapt and distribute to SMEs of School Counseling courses.
- Prof. Bowles will lead a group in reviewing the drafted AIA. When complete, they will send to Dr. Bose for review.
- A group of content experts will be selected to complete the Expert Review & Tagging Validation by September 30th. Dr. Bose will provide the materials needed for this task.
- Dr. Bose will work with Prof. Bowles to distribute a P-12 partner validation of the AIA content.
- Dr. Chamberlin will ensure the new instrument is piloted with a few sections of EDUC 699 prior to the end of the Fall semester.

Prof. Bowles will review the results, talk with the SME and course professors, propose any needed revisions before full implementation in Spring 2020.

- Prof. Bowles will work with Dr. Bose to create a scoring training video for the new AIA instrument. This video will be made available to on-site mentors when they receive the rubric to assess candidates.

Fall 2019: October 30, 2019

Present Participants: Bowles, Chamberlin, Bose

15. Prayer

Notes: The following prayer requests were mentioned: gate situation, CAEP.

16. Shared Dropbox Folder

Notes: Dr. Bose created a shared Dropbox folder to make it easier to access and store CAEP-related documents.

17. CAEP Conference Presentations

Notes: Dr. Bose shared the PowerPoints from the CAEP Conference which address the Advanced licensure standards. She also shared the dates/location for the Spring CAEP Conference. The conference will be in New Orleans on March 9-12th .

18. Discussion Topic #1: Update on ACP Pilot & Implementation

Notes: Dr. Chamberlin confirmed that the new rubric is in LiveText. She will provide additional information regarding which sections completed the pilot in the Summer D Term. Dr. Bose mentioned that the rubric should not change, but the directions can change if needed. Dr. Ricks would like to change the template in LiveText to match the new rubric. Dr. Bose mentioned that would an appropriate change. Dr. Bose requested that any information about the new template and the pilot be shared with her.

19. Discussion Topic #2: Update on AIA Validation Process

Notes: Professor Bowles shared that she has selected an expert panel group to review the new AIA instrument. They are working on completing the expert panel Google survey by November 1st. Tuesday, November 19th was set as a follow-up meeting with the expert panel to discuss their feedback on the new instrument and the results of the expert panel survey. The next step is for the expert panel to confirm the standard alignment. Dr. Bose will work on compiling the survey for this. She will send as soon as it is ready. After the expert panel is finished, the instrument will be sent to P-12 partners for validation. Dr. Bose will send out this survey with the Field Office. The new AIA will be piloted in two sections at the end of the Fall 2019 term. Professor Bowles will ensure that the assessment is given to the selected groups. The final step will be to create a Scorer Training Video. Dr. Bose has a template for the narrated PowerPoint for the training video. The link to the video will be placed in FEM along with the AIA for the onsite mentor to watch before completing the AIA.

20. Discussion Topic #3: Update on Program Audit

Notes: Dr. Chamberlin reported that the faculty worked on this. They completed the online survey. Dr. Bose shared the Excel file with the survey data that was collected. She shared the next steps in the process. A staff person should be selected to transfer the collected data from the Excel sheet with the raw data to the Program Audit Master Template. These documents are in the shared Dropbox. Dr. Bose shared the next steps in the process would be to work through the Program Audit Directions and Summary Charts. This will guide those reviewing the data. The goal is to provide evidence that all of the 6 Professional Skills are addressed in the program and three are assessed. The three that are solidly assessed should be critical for the field of specialization.

21. New Topic: FEM Surveys

Notes: Dr. Bose is drafting a new FEM Survey for Advanced Licensure programs. Currently, there is a Program Evaluation completed by the onsite mentor and an Exit Survey completed by the intern. The goal is to revise these surveys to align with the CAEP 6 professional skills and the standards of the profession. The surveys will be revised this semester and piloted in the spring. Dr. Bose will send a sample of the survey from the reading specialist program to Professor Bowles. She will revise and add the School Counseling standards.

22. New Topic: Focus Groups

Notes: This is a new project being discussed. As soon as a plan is drafted, this information will be shared. Dr. Chamberlin reported that they already have alumni and employer surveys in place. She will share this information.

23. Next Meeting: December 9th 1:00-2:30

24. Questions/Concerns

25. Action Items:

- ✓ Dr. Ricks will send the pilot data and the new instructions for the KEY Assessment in COSC 661.
- ✓ Prof. Bowles will work on piloting the AIA in 2 sections in the fall for a full launch in Spring 2020.
- ✓ Dr. Bose will create and send the tagging survey.
- ✓ A follow-up meeting with the expert group will be held on Tuesday, November 19th .
- ✓ Dr. Bose will send the AIA to partners for validation after the expert panel review is complete.
- ✓ Dr. Bose will send the Program Audit Master Chart to Dr. Chamberlin.
- ✓ Dr. Bose will share the AIA Training Video from the reading specialist program.

- ✓ Dr. Bose will provide the FEM survey template with the top completed. Prof. Bowles will work on the standards section.
- ✓ When the new practicum course is created, the Pre-AIA with the Pre-SCRIP will go in that course.

Fall 2019: December 9, 2019

Attendees: Dr. Chamberlin, Professor Bowles, Dr. Bose, Dr. Smith

26. Prayer

Notes: The following prayer requests were mentioned: the end of the semester; SOE residential dean search

27. Introduction: Dr. Sam Smith

Notes: Dr. Bose introduced Dr. Smith. He will be assisting with CAEP accreditation projects related to the advanced licensure programs. Dr. Bose shared that he has spearheaded many of the projects that we are currently doing in the Admin & Supervision program which he directs.

28. Discussion Topic #1: Update on ACP Pilot & Implementation

- LiveText Template
- Scorer Training

Notes: Dr. Bose confirmed that she received the pilot results from the ACP in COSC 661. She asked if the LiveText Template for the ACP assessment in COSC 661 has been updated to match the rubric. Dr. Bose mentioned that several people had not yet completed the scorer training for the assessment. An updated list is in the shared Dropbox folder. Dr. Bose mentioned that any new professors assigned to the course should be assigned to complete the training. All people teaching the course should have passed. Dr. Bose mentioned that the training can be updated if the new SME feels something needs to change. Dr. Chamberlain said she would inquire about the LiveText rubric and if all individuals teaching the course have gone through the training.

29. Discussion Topic #2: Update on AIA Validation Process

- Expert Panel Review Feedback
- Standards Alignment Survey
- P-12 Partner Validation Survey
- Training Video
- Pilot with 2 sections Fall 2019
- Full Implementation Spring 2020

Notes: Dr. Bose thanked Prof. Bowles for conducting the Expert Panel Review Feedback Meeting. The dialogue and discussion in the meeting was very helpful in the validation of the AIA. A total of 8 people participated. Based on their feedback, the ASCA standards were added to the AIA. The next step is to launch the standards alignment or tagging survey. Dr. Bose will update the survey to include the ASCA standards. She will then send the survey link to Professor Bowles to send to the expert panel. While no due date was set, it is recommended that the expert panel complete the tagging within two weeks. After the tagging is complete, Dr. Bose will launch the P-12 Partner Validation Survey to determine the relevancy of each rubric indicator to the field of school counseling. A process known as the Lawshe's method will be used to calculate a content validity index (CVI) for each rubric indicator. This score will be reported to CAEP to show that the rubric was validated. Professor Bowles will provide a list of P-12 partners including completers and on-site supervisors. Dr. Bose will send the survey to approximately 30 individuals. The next step is to create the AIA

training video. This will be placed in LiveText along with the directions to the AIA. It will be a resource for the on-site supervisor. The training video will explain how to score the AIA and will provide background information about the different indicators on the rubric. Dr. Bose provided a sample template and a sample link to a completed AIA training video. Dr. Bose recommends that the powerpoint provided be modified to create the school counseling training video. Prof. Bowles plans to write the script for the training video and send to Dr. Bose within two weeks. Dr. Bose and Dr. Chamberlin will review the script and provide feedback prior to the actual recording of the video. It was recommended that the video be filmed by Dr. Hannor-Walker as the course SME. The deadline for filming the video is January 22nd . A narrated PowerPoint through Kaltura is recommended. Dr. Smith also suggested Adobe spark be used as the slides can be individually recorded. Prof. Bowles will pilot the new AIA with two sections of COSC 699. She prepared a letter to send to the on-site supervisors explaining the purpose of the pilot. Dr. Bose asked that a copy of the letter be placed in the Dropbox. Prof. Bowles reported that the pilot will be completed this week and next week. The on-site supervisors in the pilot will complete both the ACA and the AIA. The mentors will only see the grade for the ACA. Prof. Bowles reported that the AIA will be fully launched in Spring 2020. Jessica (LiveText Coordinator) has already created it in LiveText.

30. Discussion Topic #3: Update on Program Audit

- Program Audit Master Template
- Program Audit Directions and Summary Charts
- Completed Sample- Dr. Smith Notes: Dr. Chamberlin confirmed that the Program Audit Master Template has been completed. Dr. Bose reviewed the Program Audit Directions in the Dropbox. Dr. Bose shared the sample program audit completed by Dr. Smith. Dr. Chamberlin will have a group work on this project and complete a draft by March 1st .

31. New Topic: FEM Surveys

- Program Evaluation Draft
- Feedback from Partners
- Exit Survey Draft
- Feedback from Current Candidates

Notes: Dr. Bose shared about the drafted Program Evaluation Survey. Prof. Bowles provided the standards for Part B of the survey. Part A comes from the CAEP six professional skills. Dr. Bose shared the surveys for the advanced programs with P-12 partners at the Global Advisory Committee in November. Dr. Bose shared the results of the feedback from the P-12 partners. Nine individuals provided feedback. Dr. Bose uploaded the raw data from the survey in an Excel file in the Dropbox. She requested that the feedback be reviewed. If any revisions are needed, please let her know. Next, Dr. Bose will draft the Exit Survey to be completed by the interns at the end of the internship. This draft will be reviewed by current candidates. The hope is to launch both of these new surveys as a pilot in Spring 2020 with a full implementation in Fall 2020.

32. New Topic: Focus Groups

- Proposed Schedule- 2 year rotation; beginning Spring 2020
- Parallel questions across advanced programs
- 6-8 completers; 6-8 employers

Notes: Dr. Bose shared that currently we have a weakness with Standard 4 for advanced programs. We are not collecting employer and completer data. At the CAEP Conference, it was shared that focus groups can be an alternative to surveys as it can be difficult to get the required 20% response rate for surveys. Dr. Bose shared a proposal from the CAEP Standard 4 Committee. They propose a 2 year rotation beginning in Spring 2020. The goal would be to have parallel questions across advanced programs. The questions would be related to the six professional skills and would include a question

specific to the discipline. They recommend 6-8 individuals in a focus group. There would be one focus group for completers and a separate focus group for employers. Dr. Bose asked for feedback on the idea. Dr. Chamberlin and Prof. Bowles liked the idea of the focus groups. They shared that the data received from the LU alumni survey has not been very helpful. They proposed conducting the completer and employer surveys every year so it is an on-going process and part of the regular yearly routine. Dr. Bose mentioned that it may be difficult to recruit completers and employers. Dr. Chamberlin suggested that incentives may need to be used.

33. QAS Data Review

- Annual data- December 2019
- Semester data- April 2020

Notes: Dr. Bose shared some of the annual data for advanced programs which was recently reviewed at the SOE Accreditation Retreat. She highlighted the gate report, the cohort report, and the Praxis report. She shared that Dr. Smith reviewed the Praxis data at the retreat. The Praxis scores of the school counseling program are lower than other advanced programs. This is most likely because this is not a test required by VDOE. The SOE has determined a cut score by benchmarking with other nearby states. Dr. Chamberlin and Prof. Bowles shared that they would discuss the cut score and possibly making it a requirement for a gate.

34. Next Meeting: Monday, January 20th

35. Questions/Concerns

Notes: Dr. Chamberlin shared some upcoming program changes. They will be removing COSC 521 and adding the material to COSC 505 and 510.

36. Action Items:

- ✓ Dr. Chamberlin will check with the SME of COSC 661 to determine if the LiveText template has been updated to match the new rubric. She will also confirm if the scorer training needs to be revised and if all professors teaching the course have passed the training.
- ✓ Dr. Bose will revise the AIA tagging survey to include the ASCA standards. She will send to Prof. Bowles to share with the expert panel.
- ✓ Prof. Bowles will send the link to the AIA tagging survey to the expert panel. It is suggested that they complete the survey within two weeks.
- ✓ Professor Bowles will provide a list of P-12 partners including completers and onsite supervisors. This will be uploaded in Dropbox.
- ✓ Dr. Bose will launch the P-12 Partner Validation Survey for the AIA to approximately 30 individuals. This will be sent in January.
- ✓ Prof. Bowles will write a script for the training video and send to Dr. Bose within two weeks.
- ✓ Dr. Bose and Dr. Chamberlin will review the script and provide feedback.
- ✓ Dr. Hannor-Walker will create the video in Kaltura by January 22nd .
- ✓ Prof. Bowles will place a copy of the pilot letter in Dropbox.
- ✓ Prof. Bowles will upload the results of the AIA pilot in the Dropbox.
- ✓ Prof. Bowles will ensure that the AIA is fully launched in Spring 2020.
- ✓ Dr. Chamberlin will have a group work on the Program Audit and complete a draft by March 1st .
- ✓ Prof. Bowles will review the data from the FEM Program Evaluation Survey feedback and suggest any potential revisions based on the feedback.
- ✓ Dr. Bose will provide a final copy of the FEM Program Evaluation Survey to be placed in LiveText.
- ✓ Dr. Bose will seek feedback on the Exit Survey from completers.
- ✓ Dr. Bose will work toward launching the Exit Survey and the Program Evaluation Survey in Spring 2020 as a pilot with full implementation in Fall 2020.
- ✓ Dr. Bose will send a meeting invite for the next meeting.

Spring 2020: January 27, 2020

Attendees: Dr. Chamberlin, Professor Bowles, Dr. Bose, Dr. Smith

1. Prayer
 - a. Notes: The following prayer requests were mentioned: Dr. Smith's mentee has a decision to make regarding the removal of his stomach; Dr. Bose asked for prayer for Miriam, a residential UG student who lost her dad last week.
2. Discussion Topic #1: ACP Pilot & Implementation
 - a. • LiveText Template
 - b. • Scorer Training
 - i. Notes: Dr. Chamberlin checked with Dr. Ricks. She confirmed via e-mail that the LiveText Template has been updated. Dr. Bose asked if they would like to make edits to the Scorer Training for COSC 661. Dr. Chamberlin will reach out to Dr. Ricks regarding this. Dr. Bose will assist in making the edits as needed. Preferably, the videos should not be updated unless absolutely necessary.
3. Discussion Topic #2: Update on AIA Validation Process
 - a. • Standards Alignment Survey
 - b. • P-12 Partner Validation Survey
 - c. • Training Video
 - d. • Pilot with 2 sections Fall 2019
 - e. • Full Implementation Spring 2020
 - i. Notes: Dr. Bose shared that to date, only three people had completed the standards alignment survey. She asked if it would be possible for a few more to participate. Prof. Bowles will reach out to the group and request more participation. Dr. Bose shared that the next step is the P-12 Partner Validation Survey. Dr. Bose shared a list of potential reviewers from CAC recommendations. Prof. Bowles also has a list of potential P-12 partners from recent internship placements. Dr. Bose shared the link to the survey as well as sample letters explaining the task to the P-12 partners. Dr. Bose asked who should send out the survey. Dr. Chamberlin confirmed that she will ask the Field Office to send out the survey as the "Field Office" is a return e-mail that most people will recognize and open. Dr. Bose requested that they continue to work on the Scorer Training video for the AIA rubric. Dr. Bose provided a template for the Scorer Training. Prof. Bowles will write the script and ask the SME to create the video. Prof. Bowles will create the script by February 15th and request the video be completed by February 28th. Prof. Bowles reported that the pilot of the AIA was completed with two sections in the fall. Dr. Bose asked that the faculty involved in the pilot write a paragraph summary to state what they did in the pilot, what the results showed, and what recommendations they have based on the pilot. Dr. Bowles will reach out to the professors and request this information. Spring 2020 is the full implementation of the new AIA rubric. Dr. Chamberlin confirmed that Stephanie has placed the new rubric in LiveText.
4. Discussion Topic #3: Update on Program Audit
 - a. • Program Audit Master Template
 - b. • Program Audit Directions and Summary Charts
 - c. • Completed Sample- Dr. Smith
 - i. Notes: Dr. Bose reviewed the program audit project and explained the program audit template. Dr. Smith provided additional feedback about the process. Dr. Chamberlin suggested that a small group

convene to do the analysis part. She will set that up with her team. Dr. Bose suggested that they work toward completing the Program Audit by March 1st.

5. Discussion Topic #4: Update on FEM Surveys

a. Program Evaluation

b. • Exit Survey

- i. Notes: Dr. Bose shared that the goal was to implement the new FEM surveys this semester. Prof. Bowles shared that the surveys were uploaded, but they tags were in in LiveText. They are going to request the tags be created by LiveText support. Dr. Bose asked Prof. Bowles to ensure that the correct version of the survey has been loaded. There were some minor edits found in the survey. The final copies are in the Dropbox.

6. Discussion Topic #5: Focus Groups

a. • Proposed Schedule- 2 year rotation; beginning Spring 2020

b. • Parallel questions across advanced programs

c. • 6-8 completers; 6-8 employers

- i. Notes: Dr. Bose shared that CAEP standard 4 is potentially a weakness as we are not collected alumni or employer data. The goal is to have focus groups begin this spring. April is the targeted month. Dr. Bose provided a sample of focus group questions. She asked them to review and provided feedback. Dr. Bose asked them to consider the logistics of completing the focus groups. It is important to consider a “neutral” person who could facilitate the meeting. Dr. Bose shared that the target is to hold a focus group with 6-8 recent completers and 6-8 employers. In order to get that many, an initial list of 12-16 people should be identified. Dr. Bose asked for the list to be generated by March 1st.

7. New Topics:

a. • SCRIP training video

b. • Pre-AIA evaluation

c. • Practicum course

d. • PLO's

- i. Notes: Dr. Bose shared that a SCRIP Training video is going to be created by Dr. Smith. When it is ready, the link should be placed in FEM. Dr. Bose shared that Dr. Smith is drafting a Pre-AIA assessment to use in the practicum courses. Dr. Chamberlin confirmed that there are practicums built into the program. As soon as a draft is finished, Dr. Bose will share that with School Counseling. Dr. Bose mentioned the new PLOs for advanced programs. While School Counseling does not need to have the same PLOs, Dr. Bose requested that the School Counseling PLOs be reviewed to ensure alignment with CAEP standards.

8. Next Meeting: Monday, March 2nd

9. Questions/Concerns

10. 10. Previous Action Items:

11. Action Items for Today's Meeting:

- a. ✓ Dr. Chamberlin will check with the SME of COSC 661 to determine if the LiveText template has been updated to match the new rubric. She will also confirm if the scorer training needs to be revised and if all professors teaching the course have passed the training. Dr. Chamberlin confirmed by e-mail.
- b. ✓ Dr. Bose will revise the AIA tagging survey to include the ASCA standards. She will send to Prof. Bowles to share with the expert panel. Completed.
- c. ✓ Prof. Bowles will send the link to the AIA tagging survey to the expert panel. It is suggested that they complete the survey within two weeks. This was completed by additional responses are needed.

- d. ✓ Professor Bowles will provide a list of P-12 partners including completers and onsite supervisors. This will be uploaded in Dropbox. Completed.
- e. ✓ Dr. Bose will launch the P-12 Partner Validation Survey for the AIA to approximately 30 individuals. This will be sent in January. Link shared.
- f. ✓ Prof. Bowles will write a script for the training video and send to Dr. Bose within two weeks. New due date set for February 15th for the Script.
- g. ✓ Dr. Bose and Dr. Chamberlin will review the script and provide feedback. Not completed yet.
- h. ✓ Dr. Hannon-Walker will create the video in Kaltura by January 22nd . New due date set for February 28th
- i. ✓ Prof. Bowles will place a copy of the pilot letter in Dropbox. Completed.
- j. ✓ Prof. Bowles will upload the results of the AIA pilot in the Dropbox. Dr. Bose asked if the two faculty could write a paragraph summary explaining what they did, what the results were, and what recommendations they have regarding the instrument.
- k. ✓ Prof. Bowles will ensure that the AIA is fully launched in Spring 2020. Completed.
- l. ✓ Dr. Chamberlin will have a group work on the Program Audit and complete a draft by March 1st . This is in progress.
- m. ✓ Prof. Bowles will review the data from the FEM Program Evaluation Survey feedback and suggest any potential revisions based on the feedback. Completed.
- n. ✓ Dr. Bose will provide a final copy of the FEM Program Evaluation Survey to be placed in LiveText. Completed. Dr. Bose requested that the most recent version be reviewed and placed in LiveText.
- o. ✓ Dr. Bose will work toward launching the Exit Survey and the Program Evaluation Survey in Spring 2020 as a pilot with full implementation in Fall 2020. Surveys placed in LiveText.
- p. ✓ Dr. Bose will send a meeting invite for the next meeting. Completed.

12. New Action Items for Next Meeting:

- a. ✓ Prof. Bowles will request that additional experts complete the standards tagging for the AIA using the Google docs survey.
- b. ✓ Prof. Bowles will select the K-12 partners for the AIA validation survey.
- c. ✓ Prof. Bowles and the Field Office will send the letter to the list of K-12 partners requesting they complete the survey. The sending address should be "Field Office".
- d. ✓ Prof. Bowles will work on launching the AIA survey by Friday, January 31st .
- e. ✓ Prof. Bowles will create a script for the Scorer Training video by Feb. 15th. Dr. Bose will review the script. The SME of the course will be asked to create a video by February 28th .
- f. ✓ Dr. Chamberlin/Prof. Bowles will work towards completing the program audit by March 1st .
- g. ✓ Prof. Bowles will check with Stephanie to ensure the most recent version of the FEM surveys was uploaded. } Prof Bowles will create a list of focus group participants by March 1st .
- h. ✓ Dr. Chamberlin will determine a target date for the focus groups. She will select a person to lead the focus groups.

Spring 2020: March 2, 2020

Attendees: Bowles, Bose, Smith

Absent: Chamberlin

13. Prayer

- a. Notes: The following prayer requests were mentioned: Dr. Bose's father; Dr. Bose's daughter's tests; Dr. Smith's mentee- Corey Goff; Prof. Bowles- rest; internal changes in SBS

14. Discussion Topic #1: Update on AIA Validation Process

- a. • Standards Alignment Survey: Results n=7
- b. • P-12 Partner Validation Survey: Results n=0 — Sent from Field Office; Sample Letters
- c. • Training Video Target: February 28th Notes: Dr. Bose shared the results of the Standards Alignment Survey. All standards meet the 50% benchmark. A link to the results of the Standards Alignment Survey is available in the AIA>Validation survey in Blackboard. The group discussed the P-12 Partner Validation. It was decided that Kensey Leich will send this from the SBS Field Office. The sample letters and the list of P-12 partners are in the Dropbox. Prof. Bowles has created a script for the Training Video for the AIA. Dr. Bose has reviewed the script and provided some feedback. Prof. Bowles will revise and send to Dr. Hannor-Walker to create a Kaltura video. After the video is created, a link to the video will be sent to the LiveText coordinator to place in FEM for next semester. For this semester, the link can be sent to on-site mentors by e-mail.

15. Discussion Topic #2: Update on Program Audit

- a. • Program Audit Target: March 1st Notes: Prof. Bowles shared that she and Dr. Kuba worked together to finish the Program Audit. They felt it was easiest for them to do the task the first time. If it is done again, the SMEs could be involved. The finished Program Audit is uploaded in the Dropbox. Dr. Bose said she and Dr. Smith would review and provide feedback.

16. Discussion Topic #3: Focus Groups

- a. • Participant List Target: March 1st
 - i. Initial Invitees: 12-15 people for each group
 - ii. Final Participants: 6-8 completers; 6-8 employers
- Invitation Letter
- Meeting Target: April 2020
- Select moderator:
- Parallel questions across advanced programs

Notes: Dr. Bose shared that the goal is to hold Focus Groups in the Spring (Target: April). The Focus Groups will be for completers and employers. The goal would be to invite a minimum of 12-15 people for each group with hopes of having 6-8 participants in both the completer and employer groups. Sample invitation letters are available in the Dropbox. The letter includes a link to a Google survey for individuals to confirm their participation. Dr. Bose requested that School Counseling determine dates for the focus groups and confirm the dates with the moderator. Prof. Bowles recommended Carston Anderson as the moderator. Once the dates have been set, the invitation letters can be sent out by the Field Office. Dr. Bose shared that she would be providing some directions/tips for the moderator. She also mentioned that VDOE provides a list of completers and the schools where they have been hired. Through this list, employers could be tracked.

17. New Topics:

- a. • Updating ACP Scorer Training & Rubric: COSC 661
- b. • SCRIP Dispositions Assessment/ New Instrument
- c. • Pre-AIA evaluation in Practicum course
- d. • PLO's- aligning to CAEP 6 skills
 - i. Notes: Dr. Bose shared that she is working with Dr. Kitchens to update the ACP Scorer Training. Dr. Chamberlin's question about the SCRIP was discussed. Dr. Bose requested that the changing of the dispositions assessment be postponed until after the third cycle of data is collected from CAEP. In the

meantime, Dr. Bose suggested that a crosswalk be created to see how the other disposition assessment aligns with the CAEP 6 skills for advanced programs. Dr. Bose shared that Dr. Smith is working on developing the PreAIA tool for the new practicum courses.

18. Next Meeting: Friday, April 3rd

19. Questions/Concerns

20. New Action Items:

- ✓ Kensey Leich will send the P-12 Partner Validation Survey from the SBS Field Office.
- ✓ Dr. Hannor-Walker will create a Kaltura video for the AIA Scorer Training.
- ✓ A link to the Scorer Training video will be sent to the LiveText coordinator to place in FEM for next semester. For this semester, the link should be sent to onsite mentors by e-mail.
- ✓ Dr. Bose and Dr. Smith will review the Program Audit and provide feedback.
- ✓ Prof. Bowles will select a group of completers and a group of employers. She will work with the Field Office to send out the invitation letter to them (note: the date needs to be included in the letter and the survey).
- ✓ Prof. Bowles will confirm the dates for the Focus Groups with the moderator.
- ✓ Dr. Bose will work with Dr. Kitchens to update the Scorer Training for the ACP.

Spring 2020: April 3, 2020

Attendees: Chamberlin, Bowles, Bose, Smith

21. Prayer

Notes: The following prayer requests were mentioned: Krista Kirk (SBS faculty)- mom taken to hospital; Harvey Klamm (SOE faculty)- rushed to hospital.

22. Discussion Topic #1: Update on AIA Validation Process

- P-12 Partner Validation Survey: Results n=0
Sent from Field Office; Sample Letters
- Training Video Target: February 28th

Notes: Dr. Chamberlin/Prof. Bowles will check with Kensey about the AIA validation. It does not appear that the survey has been sent. They will ensure that she sends out the survey to P-12 partners. Prof. Bowles developed the script for the AIA training video. She will check with Dr. Hannor-Walker to see if she has finished creating the video.

23. Discussion Topic #2: Program Audit

- Feedback/revisions on completed audit Notes: Dr. Smith and Dr. Bose provided feedback on the School Counseling Program Audit via e-mail. The two main recommendations were to change “students” to completers and to label diversity as a cross-cutting theme instead of a professional skill. Prof. Bowles said they would make the revisions and send back by April 15th .

24. Discussion Topic #3: Focus Groups

- Focus Group Protocol document
- WebEx Platform
- Focus Group Confirmed Participant List Target document
 - Initial Invitees: 12-15 people for each group
 - Final Participants: 6-8 completers; 6-8 employers
- Invitation Letter
- Meeting Target: April 2020
- Select moderator:
- Parallel questions across advanced programs

Notes: A discussion was held regarding the Focus Groups for School Counseling completers and employers. Dr. Bose reviewed the Focus Group Protocol document which is saved in the Dropbox. Prof. Bowles has set the dates for Tuesday, April 21st and Wednesday, April 22nd. She has sent the participation letters out to completers and employers. There was one correction needed to update the focus group date on the survey. This edit was done during the meeting. Dr. Bose will set up WebEx links for the meetings. WebEx has a feature which provides a transcription of the video. This will be very helpful for analyzing the data. The moderator will be Karston. After the data is collected, Dr. Bose will share the transcription for coding. It is recommended that 3 coders be selected to code the focus group data and look for themes. Dr. Bose can share some materials on this process at the next meeting. Dr. Chamberlin shared that SBS has an assessment team. Dr. Kuba is on the team. She could lead a group of 3 in analyzing the data.

25. Discussion Topic #4: COSC 661 Scorer Training

- Dr. Ricks provided anchor samples which align to the scoring rubric
- Updates have been completed in the scorer training

Notes: Dr. Bose shared that Dr. Ricks provided updated anchor samples for the scorer training. The training has now been updated with the new anchor samples. Dr. Bose mentioned that it might be a good time to remind people who have not completed the training that they should do so. The process for enrolling people in the training was discussed. Dr. Bose mentioned that the names and e-mail addresses of those needing to be enrolled should be sent to her. She will ensure they are enrolled. Once they are enrolled, a letter should be sent to the individuals with a target due date for completion. She has a sample letter if needed. When a person finishes the training, the training tells them to submit their scores to a specific email box. Those scores get sent to Dr. Bose. She confirms if a person has passed the training. Dr. Bose mentioned that faculty who have not completed the training should not be permitted to teach the course beyond one time. Dr. Chamberlin stated that they will review the list of those who completed the training and those who still need the training.

26. New Topics:

- Pre-AIA evaluation in Practicum course
- PLO's- aligning to CAEP 6 skills

Notes: Dr. Bose shared that Dr. Smith is working on a draft of a model Pre-AIA instrument. When he has a draft completed, it will be shared with the other advanced programs so they can create a similar Pre-AIA for the practicum courses.

27. Next Meeting: May TBD

Notes: There will be one final meeting for the year held on Monday, May 18th at 1:00 p.m. Dr. Bose will send an invite.

28. Questions/Concerns

29. Previous Action Items:

- ✓ Kensey Leich will send the P-12 Partner Validation Survey from the SBS Field Office.
- ✓ Dr. Hannor-Walker will create a Kaltura video for the AIA Scorer Training.
- ✓ A link to the Scorer Training video will be sent to the LiveText coordinator to place in FEM for next semester. For this semester, the link should be sent to on-site mentors by email.
- ✓ Dr. Bose and Dr. Smith will review the Program Audit and provide feedback.
- ✓ Prof. Bowles will select a group of completers and a group of employers. She will work with the Field Office to send out the invitation letter to them (note: the date needs to be included in the letter and the survey).
- ✓ Prof. Bowles will confirm the dates for the Focus Groups with the moderator.
- ✓ Dr. Bose will work with Dr. Kitchens to update the Scorer Training for the ACP.

30. New Action Items:

- ✓ Dr. Chamberlin/Prof. Bowles will work with Kensey to send out the AIA validation survey to P-12 partners.
- ✓ Prof. Bowles will check with Dr. Hannor-Walker to see if she has finished creating the video. When she is finished, the link will be placed in FEM with the AIA directions.
- ✓ Prof. Bowles will make revisions to the Program Audit and send back to Dr. Bose. This was requested by April 15th.
- ✓ Dr. Bose will set up the WebEx meetings for the Focus Groups.
- ✓ Dr. Bose will monitor the results of the Focus Group survey and connect with Prof. Bowles regarding the results.
- ✓ Someone will need to send confirmation letters to those attending the Focus Groups.
- ✓ Dr. Bose will review the focus group moderator protocol with Karsten.
- ✓ Dr. Chamberlin will the SBS Assessment Team about coding the qualitative data from the Focus Groups.
- ✓ Dr. Bose will share the coding procedures.
- ✓ Dr. Chamberlin will review the list of those who completed the KEY Assessment Scorer Training and those who still need the training.

- ✓ Dr. Bose will enroll any new faculty who need to be trained in the training module.

Spring 2020: May 18, 2020

Attendees: Chamberlin, Bowles, Bose, Smith

31. Prayer

Notes: The meeting opened in prayer.

32. Discussion Topic #1: Update on AIA Validation Process

- P-12 Partner Validation Survey: Results n=53
<https://docs.google.com/forms/d/1I8KdWmnVqth8qDxAbqBXsFRXYtqBE4-iTn9rkWbVil8/edit?usp=sharing>
- Training Video Target: Dr. Hannor-Walker (place in FEM with AIA)

Notes: Dr. Bose shared that 54 partners completed the validation survey for the AIA. The results of the survey were reviewed. The threshold of 80% was met for each of the rubric statements. The link above provides access to the survey results. Dr. Bose will complete the next step which is calculating the CVR scores for each survey statement. Prof. Bowles reported that Dr. Hannor-Walker completed the scorer training video. The link was sent to Stephanie to place in FEM. Dr. Bose requested that the link be sent to her as well to include in her CAEP files.

33. Discussion Topic #2: Program Audit

- Feedback/revisions on completed audit

Notes: Prof. Bowles shared that she will circle back with those involved in the requested edits to ensure they are completed. Dr. Bose requested that the updated program audit be sent to Dr. Bose and her as soon as it is complete.

34. Discussion Topic #3: Focus Groups

- Results
- Analysis
- Feedback on Process

Notes: Dr. Bose asked for feedback on the focus groups for school counseling. It was discussed that Karsten did a fantastic job at moderating the groups. It was noted that the alumni group seemed to be a good size, but the employer group was quite large. Karsten expressed that it was difficult to manage. The ideal number of participants seems to be 6- 8, with a max of 10. Dr. Bose shared the Dropbox folder with the links to the recordings and the transcriptions. Dr. Bose explained the process for analyzing the data. She has prepared a folder called data analysis procedures. The folder includes a flow chart with the steps for analyzing the focus group data. Also, there are directions for the coding and for calculating the frequency counts. It was discussed that Dr. Holsten will be contacted to lead the data analysis. The goal will be complete the final report by August. The report should be sent to Dr. Smith.

35. Pre-AIA

- Options

Notes: Prof. Bowles has drafted a version of the Pre-AIA. She has sent to Dr. Smith for review. Dr. Smith will be reviewing soon and sending feedback. This instrument will launch in the fall in the zero credit practicum course. Dr. Bose mentioned that the PreSCRIP should also be placed in the course along with the Pre-AIA.

36. Fall Data- Cycle #1

- ACP: 661 (numbers, rubric names, point scale)
- AIA: 699 (pilot data for fall; spring-how to account for 2 practicums)
- SCRIP: 699 (not in FEM; should be with AIA)
- PROETHICA: (low number)
- PRE-SCRIP/PRE-AIA: (to be launched for fall in practicum course)
- FEM
- Action Items:

- ✓ Please confirm course numbers and enrollment

- ✓ Please ensure rubrics are labeled correctly The query can even be affected by whether or not there is a space between prefix and course #. For example, note the difference below between the way courses were listed in B and D terms in Fall 2019.

Notes: Dr. Bose shared the assessment results for advanced programs from Data Cycle #1: Fall 2019. This data was reviewed at the SOE Accreditation & Assessment retreat on April 30th. Dr. Bose placed the reports for School Counseling in the Dropbox. She explained that these reports could be shared out with the School Counseling faculty for review and feedback. Dr. Bose mentioned that there was some difficulty in gathering the data from the fall (see specifics in parentheses above next to the instrument name). Some queries did not produce the expected number of results. It was decided that Stephanie should work with Rachel McCormick to ensure that all rubrics are labeled correctly. It was also discussed that the ACP rubric did not use the 3, 2, 1, 0 scale. Dr. Chamberlin expressed that this could be updated and is more in-line with what the other departments in SBS are doing.

37. Validation Process

Notes: At Dr. Chamberlin's request, Dr. Bose prepared a flowchart to explain the process used to validate EPP-created assessments. This chart has been saved in the Dropbox.

38. Questions/Concerns

39. Previous Action Items:

- ✓ Dr. Chamberlin/Prof. Bowles will work with Kensey to send out the AIA validation survey to P-12 partners.
- ✓ Prof. Bowles will check with Dr. Hannor-Walker to see if she has finished creating the video. When she is finished, the link will be placed in FEM with the AIA directions.
- ✓ Prof. Bowles will make revisions to the Program Audit and send back to Dr. Bose. This was requested by April 15th.
- ✓ Dr. Bose will set up the WebEx meetings for the Focus Groups.

- ✓ Dr. Bose will monitor the results of the Focus Group survey and connect with Prof. Bowles regarding the results.
- ✓ Someone will need to send confirmation letters to those attending the Focus Groups.
- ✓ Dr. Bose will review the focus group moderator protocol with Karsten.
- ✓ Dr. Chamberlin will the SBS Assessment Team about coding the qualitative data from the Focus Groups.
- ✓ Dr. Bose will share the coding procedures.
- ✓ Dr. Chamberlin will review the list of those who completed the KEY Assessment Scorer Training and those who still need the training.
- ✓ Dr. Bose will enroll any new faculty who need to be trained in the training module. 40. New Action Items:
- ✓ Dr. Bose will calculate the CVR scores for the AIA based on the results of the P-12 partner validation of the AIA.
- ✓ Prof. Bowles will send the link for the Scorer Training video to Dr. Bose.
- ✓ Prof. Bowles will ensure the Program Audit edits are completed and send to Dr. Smith/Dr. Bose as soon as possible.
- ✓ Prof. Bowles will share the focus group data analysis procedures with Dr. Holsten and work with her to complete the analysis.
- ✓ Prof. Bowles will upload the finished summary report of the focus group findings in the Dropbox folder and send to Dr. Smith by August 1, 2020.
- ✓ Dr. Chamberlin will reach out to Stephanie to request that she work with Rachel McCormick to ensure that all assessments for CAEP are correctly loaded in LT.

Fall 2020: December 10, 2020

Required Attendees:

- Accreditation Coordinator: Karen Parker
- Math Specialist Program Director: Vivian Jones
- Reading Specialist Program Director: Jessica Talada
- School Administration Program Director: Samuel J. Smith
- School Counseling Program Director: Summer Kuba
- School Counselor Clinical Director: Kerry Bowles
- Online Chair for School & Clinical Counseling: Brandi Chamberlin

Absent: none

Guests: none

Recorded by: Smith

Prayer: Smith

Approval or Amendment of Previous Minutes: Minutes from October 29, 2020 – Approved by consensus with no amendments.

Old Business Items

1. Assessment Analysis Template (AAT) for Advanced Internship Assessment (AIA)
 - a. • Math Specialist AIA AAT
 - b. • Reading Specialist AIA AAT
 - c. • School Administration AIA AAT
 - d. • School Counseling AIA AAT
 - e. The ACP AAT is also relevant to advanced program directors, and those data reports will be provided for Cycle 3 by March.
2. LiveText: Assessment Uploading, Access, and Data Reports: This has been addressed. SBS Faculty Support Coordinators can grant direct access to new faculty who need access, and a point person has been designated to work with the SOE LiveText Coordinator. Chamberlin will follow up to see if any further action is needed.

New Business Items

1. Awards and Achievements: CAEP permits evidence of awards and achievements of candidates and program completers as long as it can be aligned to a CAEP, SPA, or VDOE standards
 - a. Award and accomplishment data are not currently accessible in a manageable format. Though it may be too late to include this in the upcoming LU Alumni Survey, we could ask Elicia Charlesworth in IE if this type of information can be collected in future surveys. Also, this could be collected in SOE and SBS exit surveys via LiveText in the future.
 - b. Tabled Indefinitely: As this is not a CAEP requirement, the issue was tabled indefinitely
2. CAEP Standard Committees: Advanced Programs are represented on the CAEP Standard committees as indicated in the chart below:
 - a. CAEP Standard Committee Chair Advanced Program Representation Standard
 - i. 1: Content & Pedagogical Knowledge James Swezey Summer Kuba, School Counseling Program Director, skuba@liberty.edu Sam Smith, School Administration Program Director, sjsmith@liberty.edu
 - ii. Standard 2: Clinical Partnerships & Practice Andrea Beam Kerry Bowles, School Counseling Clinical Director, kllamphere@liberty.edu Jessica Talada, Reading Specialist Program Director, jtalada@liberty.edu
 - iii. Standard 5: EPP Quality Assurance & Continuous Improvement Scott Watson Vivian Jones, Math Specialist Program Director, vojones2@liberty.edu
3. Accreditation In-service, 1/14/21: The CAEP Standard Committees listed above will meet on this date. There will also be an accreditation meeting involving all program directors and SOE faculty. Two separate Teams links will be provided for these two meetings.
4. Advanced Data Cycles: Data for Cycles 1 and 2 are available. Cycle 3 will be available by March.
5. Evidence Review / Continuous Improvement
 - a. • Directors will review and edit ACP and AIA for their endorsements and will add one paragraph under the heading "Continuous Improvement" that explains who receives the assessment results and how the results are used to improve candidate performance and the program.
 - b. • Praxis and Pro-Ethica for Leaders score results will be provided to program directors for their review. Available in Accreditation Master Dropbox folder for Cycles 1 and 2. Smith will place relevant documents into the SBS Dropbox folder.
6. SBS Annual Report / Continuous Improvement: The SBS shares their continuous improvement efforts with stakeholders by providing access to the SBS Annual Report. It is available in the Communication Center and is distributed with a link. This is a CACREP requirement. Currently, the platform is Blackboard but will eventually be switched to Canvas. This addresses CAEP standards 2 and 5.

Action Items

- **Action Item Individual Deadline Access to Dropbox Folder:**
 - Accreditation Master 20-21:
 - Request of Ronda Heerspink to add Jones & Talada by 1/1/2021
 - Continuous Improvement for AIA and ACP: Write paragraphs in documents available in SBS shared folder and Accreditation Master 20- 21.
 - All Program Directors by 1/14/2021
 - LiveText Uploading, Access, & Data Reports: Chamberlin by 1/14/2021
 - Follow up to see if any further action is needed regarding the uploading of assessments and access.
 - Faculty Support Coordinators, Jina Chang and Stephanie Knight will need to know from Rachel McCormick, SOE LiveText Coordinator, what all the prefixes are and the format (dashes, etc.) so that all the data will match. Jina will reach out to Rachel in the spring.
 - Documents for Director Review: Place ACP, AIA, Praxis, and ProEthica for Leaders in the SBS shared Dropbox. Smith by 12/15/2020

Adjourned: 11:26 a.m