

**ADVANCED ADVISORY COUNCIL – FALL MEETING: AGENDA**

**2:00 p.m., Wednesday, October 4, 2023**

**Location: Microsoft Teams**

<b>AAC Members:</b>	<ul style="list-style-type: none"><li>• <b>Accreditation Coordinator:</b> Nancy DeJarnette</li><li>• <b>Director of Advanced Licensure Programs:</b> Samuel J. Smith</li><li>• <b>Administration &amp; Supervision (EDAS) Program Director:</b> Roger Dunnick</li><li>• <b>Math Specialist (EDMS) Program Director:</b> Vivian Jones</li><li>• <b>Reading Specialist (EDRS) Program Director:</b> Jessica Talada</li><li>• <b>School Counseling (COSC) Program Director:</b> Summer Kuba</li><li>• <b>School Counselor Clinical Director:</b> Kerry Bowles</li><li>• <b>Online Chairs for School &amp; Clinical Counseling:</b> Stacey Lilley</li><li>• <b>Online Chairs for School &amp; Clinical Counseling:</b> Holly Johnson</li></ul>
<b>Absent:</b>	Dunnick, Kuba, Lilley, Johnson
<b>Guests:</b>	Dr. Don Raleigh, SOE Dean
<b>Minutes recorded by:</b>	Smith

**HANDOUT MATERIALS**

- [AAC Minutes, February 22, 2023](#)
- [PowerPoint for October 4, 2023 AAC Meeting](#)

**PRESIDER:** Smith

**RECORDING:** Video recording of the meeting is available at this [link](#).

**PRAYER:** Smith

**MINUTES: Approval or Amendment of Previous Minutes:** [AAC Minutes, February 22, 2023](#)

**INTRODUCTION:** Dr. Don Raleigh, SOE Dean

**PROGRAM DIRECTOR UPDATES**

- **Administration & Supervision:** Dunnick – NELP alignment is almost completed.
- **Math Specialist:** Jones – Current focus is on the transition from LiveText to CORE.
- **Reading Specialist:** Talada – Focus is also on transition to CORE. Science of Reading approach is being applied in Virginia schools. Virginia Literacy Act will be implemented in 2024-2025 school year; it will require more reading specialists.
- **School Counseling:** Kuba / Bowles – CACREP visit was completed today; the preliminary team feedback was positive. CORE is being piloted in 8-week courses. The new 60-hour degree program was launched in fall 2023.

## DISCUSSION ITEMS

1. **699 Portfolio Revisions for CAEP Continuous Improvement:** Research is the topic for continuous CAEP improvement this year.  
**PROPOSED ACTION:** For each artifact in the **course benchmark section** of the COSC, EDAS, EDMS, and EDRS portfolio, the intern will write a paragraph describing how each course benchmark is supported by research with a citation and reference provided. (The research requirement may replace the current student achievement theme in the EDAS 699 portfolio: “Student Academic Achievement: Replace this sentence with an explanation of how this benchmark assignment demonstrates your ability to support student academic achievement.”)  
 Smith will follow up with program directors to coordinate this initiative.
2. **Pre-AIA & AIA Assessments:** Because both the Pre-AIA and AIA are administered multiple times in some of our programs, we need to ensure that data reports to CAEP are for only the final administration of the Pre-AIA and of the AIA.
  - **EDAS:** Pre-AIA data will be reported only for EDAS 688, not for EDAS 588. AIA data will be reported only for the Final AIA in EDAS 699, not the Midterm AIA.
  - **EDMS & EDRS:** The Pre-AIA is administered only in 588. AIA data will be reported only for the Final AIA in EDAS 699, not the Midterm AIA.
  - **COSC:** The Pre-AIA is administered multiple times in COSC 692, but only data from the final administration at the end of that course will be reported. The AIA is administered in both COSC 693 and 694 but only data from the final administration at the end of 694 will be reported.
3. **LiveText Replacement: CORE** – All advanced licensure courses will begin using CORE in spring 2024.
4. **First Aid, AED, & CPR Training Requirements:** The training certificate must be through either the [American Red Cross](#) or the [American Heart Association](#). No other options are acceptable for VDOE licensure. Both SOE and SBS Gate Offices present these as the only two options.
5. **Validation of ACPs (Advanced Content Project)**

- **EDAS ACP:** The EDAS 640 School Improvement Plan validation has been completed.
  - **COSC ACP:** The ACP in COSC 661 School Counseling Program Development & Evaluation has changed the assignment title from “Comprehensive School Counseling Program” to “Benchmark School Counseling Brochure Assignment.” It will be piloted in the next term and then officially launched thereafter. DeJarnette recommended that the validation not be completed until after the pilot so the instrument can be refined as needed before the validation.
6. **EDMS & EDRS – Field Experiences:** The Field Placement Office brought up an issue with a school district that did not acknowledge classroom instructional time as field experiences for a content specialist. Discussion proceeded as follows:
- **EDMS:** Regular classroom instruction does not count as internship hours. Candidates must be with a mentor for those hours.
  - **EDRS:** Reading specialist candidates can count up to 200 hours prior to the internship. During the internship, literacy instruction in the classroom is acceptable (e.g., reading groups). Only literacy hours count.
7. **NELP Benchmark Assessment Alignment:** Six of the seven EPP-created assessments have been completed. The only assessment remaining to be aligned is the “Theory to Practice Exam” administered in EDAS 645 and 740. This will be aligned in the Fall 2023 term for Summer B 2023 implementation.
8. **NELP Data Collection Schedule for Re-approval:** DeJarnette checked with Joan Auchter of NELP, who clarified that 8-week term data cycles are acceptable and that data may be collected prior to Fall 2025 so that the fall can be spent writing the report for a Spring 2026 submission. Below is a proposed schedule:

#### NELP Timeline

**SLLA:** Three cycles of data.

**EPP-created Assessments (n=7):** A test run and two cycles of data.

Deadline	Responsible	Task	Status
September 2023	McDonald	Data Report: <b>SLLA Cycle 1</b> , 2022-2023	
December 2023	Smith/Dunnick	Analysis: <b>SLLA Cycle 1</b> , 2022-2023	

June 2024	McDonald	<p>Data Reports: CORE Test Run from Spring 2024 (Term A for EDAS 699; Terms B and D combined into one data report for all content courses)</p> <p><b>M.Ed.</b></p> <ul style="list-style-type: none"> <li>• EDAS 640, School Improvement Plan 220726</li> <li>• EDAS 641, Action Research &amp; Observation Cycle 230328</li> <li>• EDAS 645, Theory to Practice Exam BUILDING-LEVEL 210213</li> <li>• EDAS 646, School-Community Resources Alignment 221008</li> <li>• EDAS 647, Legal Entanglement Plan 230328</li> <li>• EDAS 648, Financial Review (230528)</li> <li>• EDAS 699, Accountability Protocol Project (230110)</li> </ul> <p><b>Ed.S./Ed.D. (Combine both degree programs. There is no need for disaggregating the data by degree.)</b></p> <ul style="list-style-type: none"> <li>• EDAS 740, Theory to Practice Exam BUILDING-LEVEL 210213</li> <li>• EDAS 741, School Improvement Plan 220726</li> <li>• EDAS 742, School-Community Resources Alignment 221008</li> <li>• EDAS 743, Action Research &amp; Observation Cycle 230328</li> <li>• EDAS 747, Legal Entanglement Plan 230328</li> <li>• EDAS 748, Financial Review (230528)</li> </ul>	
July 2024	Smith/Dunnick	Review CORE test data run from Spring 2024 and make corrections accordingly.	
September 2024	McDonald	Data Report: <b>SLLA Cycle 2</b> , 2023-2024	
December 2024	Smith/Dunnick	Analysis: <b>SLLA Cycle 2</b> , 2023-2024	
January 2025	McDonald	<p>Data Report: All seven <b>EPP-created Assessments, Cycle 1</b>, Fall 2024 (Term A for 699; Terms B-D combined for the others).</p> <p><b>M.Ed.</b></p>	

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April 2025	Smith/Dunnick/SMEs	Analysis: All seven <b>EPP-created Assessments, Cycle 1</b> , Fall 2024	
June 2025	McDonald	<p>Data Report: All seven <b>EPP-created Assessments, Cycle 2</b>, Spring 2025 (Term A for 699; Terms B-D combined for the others).</p> <p><b>M.Ed.</b></p> <ul style="list-style-type: none"> <li>• EDAS 640, School Improvement Plan 220726</li> <li>• EDAS 641, Action Research &amp; Observation Cycle 230328</li> <li>• EDAS 645, Theory to Practice Exam BUILDING-LEVEL 210213</li> <li>• EDAS 646, School-Community Resources Alignment 221008</li> <li>• EDAS 647, Legal Entanglement Plan 230328</li> <li>• EDAS 648, Financial Review (230528)</li> <li>• EDAS 699, Accountability Protocol Project (230110)</li> </ul> <p><b>Ed.S./Ed.D. (Combine both degree programs. There is no need for disaggregating the data by degree.)</b></p>	

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July 2025	Smith/Dunnick/SMEs	Analysis: All seven <b>EPP-created Assessments, Cycle 2</b> , Spring 2025	
September 2025	McDonald	Data Report: <b>SLLA Cycle 3</b> , 2024-2025	
November 2025	Smith/Dunnick	Analysis: <b>SLLA Cycle 3</b> , 2024-2025	
December 2025	Smith/Dunnick/SMEs	Draft NELP report completed.	
January 2026	Smith	Review and approval – DeJarnette	
February 2026	DeJarnette	Review and approval – IE	
March 2026	Smith	FINAL SUBMISSION of report to NELP	

9. **Data Analysis:** DeJarnette led a discussion to analyze the data reports listed below, which are available at this link: [PowerPoint for October 4, 2023 AAC Meeting](#):

- Alumni Survey Data 2022 – Advanced (N=36)
- A-Day Survey Data 2023 – Advanced (N=38)
- School Administration & Supervision – SLLA
- School Administration & Supervision – AIA
- Reading Specialist – AIA
- Math Specialist – AIA
- School Counseling - AIA

Strengths, weaknesses, and trends were discussed. Observations and comments were reported via this link: [AAC Qualtrics Discussion & Feedback Survey, October 4, 2023](#).

## ACTION ITEMS

Action Item	Individual	Due
<a href="#">AAC Qualtrics Discussion &amp; Feedback Survey, October 4, 2023</a>	All AAC Members	Thursday, October 12, 2024
Alignment of NELP Assessments ( <a href="#">Instructions</a> )	Dunnick/Smith	See the schedule below.
Portfolio revisions to incorporate research knowledge base for course benchmark assessments: COSC, EDAS, EDMS, and EDRS 699.	Kuba/Bowles Dunnick/Pritchard Jones Talada	Summer A implementation

NELP Draft to PD	NELP Final to PD	CCF to PD	CCF to Chair	Implementation	Prefix	#	Course Name	SME
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2022-40, Fall D	EDAS	640	School Administration	Ratcliffe, Martin
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2022-40, Fall D	EDAS	741	Theories of Ed'l Leadership	Orlando, Maria
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-20, Spring D	EDAS	742	Ed'l Leadership & Public Relations	McGann, Gregory
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-20, Spring D	EDAS	646	School-Community Relations	Crutchfield, Temple
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-30, Summer A	EDAS	699	Internship: School Administration	Pritchard, Tracey
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall B	EDAS	743	Exec Leadership in Curr & Inst	Citty, Janet (Gay)
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall B	EDAS	641	Supervision of Instruction	Klamm, Harvey
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall B	EDAS	647	School Law	McGann, Gregory
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall B	EDAS	747	Advanced School Law	Beam, Andrea
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall D	EDAS	748	School District Finance & Org'l Mgmt	Ryff, Tony
COMPLETED	COMPLETED	COMPLETED	COMPLETED	2023-40, Fall D	EDAS	648	School Finance	Bartlett, John
COMPLETED	11/2/2023	12/2/2023	1/2/2024	2024-30, SummerB	EDAS	645	Foundations for Educational Leaders	Bailey, Craig
COMPLETED	11/2/2023	12/2/2023	1/2/2024	2024-30, SummerB	EDAS	740	Leadership Principles & Ethics	Kimball, Reggie

Time of Adjournment: 2:54 p.m.