



**Missouri State**  
UNIVERSITY

***GPAC/MSED Joint Committee Meeting  
Meeting Minutes***

September 18, 2017 | 1:00 p.m. | Karl 235

**I. Call to order**

Chris Craig called to order the meeting of the GPAC/MSED Joint Committee at 1:06 p.m. on September 18, 2017.

**II. CAEP Accreditation and Program Review**

- A. Dr. Craig spoke to the purpose of bringing the GPAC/MSED committees together. It is not necessary for the two committees to meet together every month but it is important that joint meetings continue to focus on specific matters for CAEP accreditation. Currently there are two issues to address:
1. The EPPC unit-wide assessments, which reach across all programs, data collection process began this fall semester. If assistance is needed, reach out to Dr. James Sottile or Dr. Andrew Homburg. Encourage others to get the required data entered for this semester.
  2. The EPP Program Review Committee is meeting this week to build a template and create a schedule for program review. The committee chair is Dr. Woodard and her goal is to create, and vet through this joint committee, a set of benchmarks that will be applied to all programs within the unit in the program review process. The Program Review Committee will meet with a representative from each program and use the approved template in our internal review of programs not reviewed by CAEP.
    - a. All MSU programs must go through review. Some programs go through various external reviews. Our internal review process is for those programs that do not go through an external review. This is consistent with university policy.
    - b. Dr. Eldridge, our CAEP consultant, indicated in her report that focus groups would be helpful in telling a story about graduates for advanced programs. Dr. Craig participated in one focus group as a pilot earlier this semester to test some questions. It ended up being a sixty-five minute meeting with twenty-three pages of transcript. The transcript is being coded to come up with general categories and themes and include perspectives from administrators and MSU graduates as well as graduates outside of MSU. Dr. Craig will share the analysis with this group once it is completed, hopefully by the next meeting. We may be able to come up with additional data that we could integrate into our teaching. Discussion.
- B. Dr. James Sottile speaks to the CAEP accreditation process, external program review, and internal program review. [A list of programs is distributed.] Dr. Sottile asks the group to review the list to determine which programs should be excluded from the CAEP review process. If the program does not lead to certification it should be removed from the list. Programs that are part of other external accreditations have been removed. MSU needs to be able to tell CAEP that these programs are not part of their review process because they do not meet their requirements. Internally review of programs must be an engaged process and need to capture all students.
1. Catalog program descriptions need to be clear. Group agrees that a committee should be formed to address catalog changes and curricular proposal language. Dr. Homburg will follow up.
  2. MSED Secondary is one program with many options. The Program Review Committee can meet with them collectively.

3. Reports will begin the last week of September. Faculty is not writing the reports. Workgroups will be assisting. The goal is to get final weigh in on the template and create a sensible schedule.

### **III. New Business**

- A. Next GPAC/MSED Joint Committee meeting is October 16.

### **V. Adjournment**

David Goodwin adjourned the meeting at 1:50 p.m.

Respectfully submitted by: Vicki Kramer