MINUTES from COE Summer Assessment Team

July 20, 2011

Present: Cindy Hail, Gerry Moseman, Denise Cunningham, Dennis Kear, Jo Agnew-Tally, Cathy Pearman, Tami Arthaud, Char Berquist

Absent: Deanne Camp, Vickie Anderson

Minutes

The minutes from the July 13 meeting were approved.

Focus Group Schedule

Discussion regarding the schedule, time, places and SAT members’ participation was held. Adjustments to the schedule were made (see Schedule Chart attached). Dean Kear suggested we contact Don Hamby about including a Focus Group with superintendents in West Plains during their area meeting on Aug 5th (during the 9:00-3:30 meeting). Dean Kear will check into this further. (*see note bottom on the follow-up details)

Focus Group Participation

SAT members were encouraged to continue to submit names for invitations. Possible participants will:

1. Receive a letter and email explaining the focus group project and invitation to participate and return RSVP postcard.

2. Participants will be called as a follow-up to post card acceptance OR to request their participation and any questions they may have answered.

3. Participants will be called the day before with a reminder of the time and location of the focus group meeting.
4. Participants will receive a thank you letter and an announcement of the $100 winners.

- All correspondence and participant acceptance will be coordinated by Vickie with help from a GA. Cindy, Vickie, Dean Kear, and the GA will monitor responses and notify SAT members if numbers are low for a particular Focus Group. Don Hamby, Chris Combs, and staff (WP) and Larry Nichols, Patsy Garner, and staff (Neosho/Joplin) will be asked to recruit participant from their respective areas.

- Vickie will coordinate rooms and refreshments (with the help of Don and Larry, if needed)

**Finalized focus group letters**

SAT finalized the focus group letters with the help of Char. She will be sending the final draft to members for approval. Edits will be made by Sunday, July 24 with letters being mailed on Monday, July 25. The post card will be developed by Cindy, unless there is a volunteer.

**Finalized focus group questions**

SAT finalized the focus group questions with the help of Char. She will be sending the final draft to members for approval and making some additional changes where necessary. Edits will be made by Tuesday, July 26. Char will also be developing a short written questionnaire for participants to complete at the end of the focus group meeting. Suggested only items to include: name, address, phone, email, position, length of time in position, how many practicum or student teachers have you had in your classroom or buildings, how many MSU grads have you worked with, any information they would like us to know but didn’t cover in the discussions or information they were uncomfortable sharing.

**Old business**

Cindy has completed the IRB draft and will email that with the minutes for edits.
She will also update the Schedule Chart and email it.

**New business**

none

**Set next date for meeting**

Next meeting will be July 28, immediately following the pilot Focus Group Meeting.

*Dean Kear talked to Don Hamby about the meeting on Aug 5 with area superintendents in West Plains. I spoke with Don Hamby late today and Don felt he could work into the 9-3:30 meeting on August 5th a 1 and 1/2 hour focus group. However, he is not meeting at Lybyer Hall on MSU-WP campus because of the number of superintendents attending. He is meeting in a meeting room in a downtown restaurant. So ITV is out. Don said he could attend the 9 am focus group on August 3 to see how the focus group is run and get copies of the materials he would need. He wanted to get info from them regarding their needs so he thought the two objectives went together.*