

IPAC Meeting

Wed, Sep 17, 2025

Summary:

Loretta acknowledged Dr. Jessie Thacker King's leadership and requested an overview of past committee activities. Dr. King summarized the previous year's focus on enhancing lesson plan templates and interdepartmental communication. Loretta emphasized the need to pilot the common lesson plan rubric developed last year and to analyze two years of state-provided initial program completer data, with Dr. Spence tasked to provide the necessary data for this analysis.

The committee discussed scheduling future meetings, confirming October 14th as the next date while considering other tentative options, including the potential conflict with Veterans Day on November 11th. Loretta highlighted the importance of effective scheduling to potentially avoid a January meeting and mentioned the transition from Zoom to Teams for future meetings and document storage. She also pointed out the need for a note taker to review AI-generated notes for accuracy, given the potential for misinterpretation due to regional accents. The meeting concluded with Loretta indicating that Dr. King would send out a rubric for review and that they would coordinate on data sharing once Dr. Spence returns, with the group expressing appreciation for each other's contributions.

Chapters & Topics:

Overview of IPAC Committee Activities and PEP Office Role

Loretta N. McGregor expressed gratitude for Dr. Jessie Thacker King's chairmanship and asked her to provide a summary of the committee's previous work. Dr. King highlighted the development of a unified lesson plan template and enhanced communication strategies. McGregor also mentioned the need to redistribute relevant documents to refresh committee members' knowledge.

Progress on Lesson Plan Rubric and Data Analysis

Loretta N. McGregor outlined the plan to pilot the common lesson plan rubric and collect data starting in Spring 2026. The committee will also analyze two years of initial program completer data, with Dr. Spence responsible for sharing this information. Additionally, they will develop a process for data analysis to inform future improvements.

- * Review of last year's committee actions and improvements made.

- * Discussion on the timeline and process for piloting the lesson plan rubric. (Information provided in CAEP PowerPoint)

Scheduling Upcoming Meetings

Dr. Jessie Thacker King and Loretta N. McGregor confirmed October 14th as the date for the next meeting, with Loretta emphasizing the importance of scheduling in advance. The group discussed various dates, including November 11th, while also addressing potential conflicts such as Veterans Day. Loretta encouraged participants to provide feedback on the proposed dates.

- * Scheduling of future meetings and ensuring all members are informed.

Meeting Scheduling and Transition to Teams

Loretta N. McGregor confirmed that if significant progress is made in upcoming meetings, the January meeting may be unnecessary. Rusty Young clarified the scheduling of previous meetings, while Dr. Jessie Thacker King mentioned their involvement in multiple committees.

- * Transition from Zoom to Teams for future meetings and documentation.

Note Taking and Next Steps

Loretta N. McGregor discussed the importance of having a recorder for meetings, noting that Teams provides automatic note-taking services. She asked for a volunteer to ensure the notes are accurate, especially given the possibility of AI misinterpreting phrases.

Action Items:

- * Dr. Jessie Thacker King will send out the rubric and document to refresh committee members on the lesson plan template.
- * Dr. Mary Elizabeth Spence will share the initial program completion data with Dr. Jessie Thacker King for analysis.
- * Loretta N. McGregor will send invites for the scheduled meetings to all committee members.
- * Loretta N. McGregor will check the accuracy of the AI-generated notes from the meeting and ensure they are sent out to all members.

Key Questions:

- * What are the specific areas for improvement that need to be addressed in the CAPE report?
- * What is the timeline for piloting the lesson plan rubric?