PDAC Technical Assistance (TA) Credential Committee
Monday, January 25, 2016
9:30 AM – 11:30 AM
Telenet
Meeting Minutes

Attendees:

Amanda Quesenberry	Lisa Downey*	Teri Meismer
Amy Law	Peggy North-Jones	Tricia Desmond
Connie Shugart	Sharyl Robin*	
Karen McCarthy	Tami O'Daniel	

*de-notes co-chair

Welcome – *Lisa Downey and Sharyl Robin,co-chairs*

- Members were welcomed to the meeting.

Review and Approval of Minutes

- **December 17, 2015 Meeting Minutes**
  - o Karen McCarthy motioned to approve the minutes.
  - o Peggy North-Jones seconded the motion.
  - o Minutes approved.

Status of Direct Route Applications and Course Description Review Group

- 77 Direct Route applications have been received.
- 15 TA Credential portfolios have been submitted.
  - o Tricia will begin reaching out to TA applicants to get more portfolios submitted.
- 71 applicants have their official transcripts in.
  - o First step in reviewing an applicant for a TA Credential is to evaluate their official transcripts.
  - o Only courses that could have TA related content are reviewed.
    - ▪ Course descriptions are pulled from course catalogs online or requested from the applicant – in which they must contact the school to get the description if it is not available online.
- Course descriptions are evaluated with a smaller group from the TA Credential Committee on a weekly basis via telenet.
  - o We have had a total of 12 course description review meetings.
  - o First meeting was on September 8th and have met every week (biweekly if over the holidays) since.
  - o We have set guidelines for how to review course descriptions and trainings.
  - o See **Attachment A** for the Guidelines Sheet.
- The TA Credential Committee met last at INCCRRA and approved a group of applicants for final approval on December 17th.
  - o Three TA Credentials were awarded.
    - ▪ 2 TA Level 6

- 1 TA Level 5

TA Course Description Review Group
- Sub-group created from the group of individuals that were in attendance at the first face-to-face meeting when course descriptions were reviewed.
- During this process, course content is reviewed to find out what/if TA Content Areas are embedded in the course content.
- Guidelines are being set as to what rules will be applied when giving applicants points for certain courses.
  - This will help maintain consistency and expedite the process.

Professional Contributions
- The TA Credential Committee feels that Professional Contributions help practitioners in the field to sharpen and improve their skills sets as a TA Provider.
- Professional Contributions have been previously defined as activities that go above and beyond ones job description. It is not required of them in their position.
- TA would like to allow individuals approval of PC's that are part of their job as this credential often involves work that is part of one's job but yet is still going above and beyond.
- As long as the professional contribution does go above and beyond it will count, even if paid for doing the activity.

Question
- Can we share the names of applicants once they have been approved for a TA Credential?
  - Applicant names can be shared once they have been approved for a TA Credential as long as they marked (there is a spot on the initial application where they must mark this) that it is ok to share their name.
  - Names will be shared quarterly with the TA Committee.

Technical Assistance Credential Applications Approved

- **Applicant #15 – Approved TA Credential Level 6**
- **Applicant #17 – Approved TA Credential Level 5**

Jumpstarts
- Jumpstart scheduled with Rasmussen College (webinar) for Febuary 9, 2016 from 1:00PM – 2:00PM to credential Entitled Route applicants.
- Entitled for the TA Credential Level 5.
- Will give an overview of the credential during the webinar as well as instruct them on the application process.
- Jumpstart scheduled with Highland Community College on April 12, 2016.

Updates:
- TA Course Description Review Group will continue to meet on a weekly basis.
- Next Meeting will be held in March to continue reviewing applicants.
  - Meeting will be a telenet.
  - Meeting Wizard will be sent out with 2 – 3 different dates.

Additional Attachments Available Upon Request

Adjourn

TA Breakout Guide

Note: This chart is used as a guide for a frame of reference. Not all courses are given this particular articulation if the course significantly differs in its course description.

Course Content	TA Content Areas	Credit
Social Psychology	AL, CP	1 AL, 1.5 CP
English 101/Intro to English	C	minimal
English 102	C	minimal
Speech 101	C	minimal
Sign Language	C	minimal
Leadership	PS, CR, AL, CP, C, RP	full
Practicum - Internship	1 point RP, 0.5 AP, 0.5 C	2 points
Introduction to Psychology	AL	partial
Multicultural Diversity	CR	1 or 1.5
Working Families in a Diverse School	CR	partial
Grant Writing	AP	partial
Child, Family and Community	CR	partial
Leadership Connections	RP	Minimal
ECE Strategies for Supervision and Staff Development	0.5 PS, 1 CP	1.5 points
Administration and Supervision of Child Care Centers	AP	partial
Organization and Administration of Early Childhood Progra	1 PS, 0.5 CR	2 points
Research Methods	AP	Full/Partial
Legal and Fiscal Management	AP	Parial
Group Behavior	CR	partial
Developmental Psychology	AL	partial
Educational Psychology	AL	partial
Policy Issues in ECE	none	none
Introduction to Business	None	None
Child Human Growth and Development	None	None
Introduction to ECE	None	None
Minimal = .5 point	**Full = 3 points**	
Partial = 1 point (1/3 credit)		
English 101, English 102, Speech 101 Courses: Maximum 1.5 points		