

DAS Subcommittee Meeting: Agenda

Monday, September 18, 2023, 1:00-2:30 p.m. CT, Zoom

<https://us06web.zoom.us/j/83385581421?pwd=UXRaUUxYUGY4SGs5NzhRYStzVG8xQT09>

Members: Present (P) Absent (A)

Alison Anderson - A
Sally Benny - P
Lauren Burroughs (immediate past chair) - P
Pamela Campbell - P
Nolan Eller - P
Katherine Fisher (chair) - P
Angela Fritz - P
Brandon Jackson - P
Larissa Kraye - P
Maren Read - P
Krista Oldham (vice-chair/chair elect) - P
Akila Ruffin (Education Program Specialist) - P
Rana Salzmänn (Director of Education) - P

1. Welcome (Katherine) - 10 minutes
 - a. Katherine started the meeting and welcomed the two new members - Angela Fritz and Brandon Jackson
 - b. Members introduced themselves
2. Item-writing training (Dainis psychometricians) - 30 minutes
 - a. Rana provided an introduction for the Dainis psychometricians and the updating of the DAS exam
 - b. Dainis provided an overview of the standard setting process, which involves setting the minimum competency or cut off score for passing the exam
 - c. Committee members will individually rate the 88 exam items and provide a cut score
 - d. Dainis team will provide an email with the training slides, user name, password and login for Surpass
 - e. Tasks are due 2 weeks after we receive the initiation email
3. Announcements and reminders (Katherine) - 10 minutes
 - a. Meeting scheduling
 - Doodle Polls have been sent out for the October retreat and December meetings. Responses should be submitted after the end of the meeting.
 - The January and February meetings fall on holidays and will be moved from the 3rd Monday of the month to the 4th Monday of the month. Akila will provide updated Zoom links.
 - b. Virtual retreat
 - Will hold a virtual retreat in October, instead of the regular monthly meeting. Meeting date and time will be shared after Doodle poll responses are received.

- c. [Note-taking assignments](#)
 - Review note taking assignment. If you are the notetaker and cannot attend the meeting, please contact the back up notetaker.
- d. Terms (see [roster](#))
 - Review subcommittee roster and confirm term information is correct.
Contact Katherine if there are any issues.
- 4. Assignments (Katherine) - 10 minutes
 - a. [Course liaisons](#)
 - All subcommittee members should have 3-4 liaison assignments. If you are a new member or do not have 3-4 courses, please select courses on the liaison spreadsheet.
 - Liaison spreadsheet and liaison responsibilities will be discussed at retreat.
 - Nolan, Maren, Pamela, Sally and Katherine have courses coming up this fall.
 - Contact Akila for copies of course materials.
 - Contact Rana if you want to attend a course.
 - b. Teams (see [preference survey](#))
 - All members are assigned to one team
 - Complete team preference survey by September 30
 - Team assignments will be provided before the retreat
 - c. SAA and CoE updates (Rana) - 10 minutes
 - Exam in process between September 1 and September 30
 - New members will be asked to sign NDA
 - Courses are scheduled through December
- 5. Additional reports/comments
 - No additional reports or comments