

Inter American University
Fajardo Campus
Department of Education and Social Science

Date: February 4, 2022
Room: Meeting Room
Time: 9:00 am

AGENDA

BA and Advanced

1. Welcome
2. Review of advanced instruments with revised standards 2022 (MA)
3. Pilot instruments A-01 and A-02 (revised - new standards) (MA)
4. Instruments revised and aligned as of October 2021 (MA)
5. Instrument validation check (October 2021) (MA)
6. Verification of Academic Progress Letters - credit transcripts (3.3) (BA & MA)
7. Verification of Collaborative Agreements with Principals (BA & MS)
8. Evaluation and correction of rubric (Funding Sources Research Proposal (AO6-R) in Application of Educational Leader Skills (course EDUC 6001)-Fiscal Management (MA)
9. Application for admission index table (3.2) (MA)
10. Upcoming Instruments Administration -March-June 2022 (MA)
11. Next report (Data 2021, 2022, 2023) (BA & MA)

Dr. Porfirio Montes-Program Director
Dr. Migdalia Cardona - CAEP Coordinator



HOJA DE ASISTENCIA

Sumin' CTEP

Curso: _____

Día y Hora: *4 de febrero de 2022*

Sección: _____

Profesor/a: _____

Nombre	Núm. Identificación
1. _____	_____
2. _____	_____
3. <i>Profirio Santos Cruz</i>	<i>Directo</i>
4. <i>Nilsa Mercado Rodríguez</i>	<i>lee</i>
5. <i>Miguelina Cruz</i>	_____
6. _____	_____
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INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS
ADVANCED PROGRAM

Date: June 3, 2022

Time: 1:00 pm

Participants: Dr. Porfirio Montes-Director / Nilsa Mercado -Auxiliary Dean
Faculty Meeting Room

AGENDA

1. Welcome
2. Review dates of instrument administration
3. Delivery of evaluation instruments February-June 2022 term (quarter) of the teacher, supervisor and school principal.
4. Delivery of instruments Seminar, Disposition, Telephone Survey,
5. Employer and graduate instruments (administration in June 2022).

Note: (5) students will graduate in June 2022.

Dr. Porfirio Montes
Director

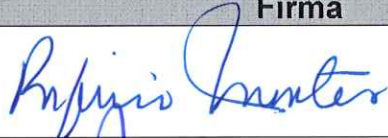

Inter American University
Fajardo Campus
Department of Education and Social Science

ATTENDANCE SHEET
ADVANCED PROGRAM
Instruments Administration

Día: June 3, 2022

Hora: 8:30 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Nilsa Mercado -Auxiliary Dean	

Porfirio Montes
Director

INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS

Date: May 26, 2022

Time: 8:00 am

Participants: Dr. Porfirio Montes-Director / Prof. César Meléndez- Clinic Experiences
Coordinator

Faculty Meeting Room

AGENDA

1. Welcome
2. Comparison of the content of the instruments administered.
3. Organization of documents to be submitted for statistical analysis
4. Finalize compliance details according to revised standards.
5. Closing of the meeting

Dr. Porfirio Montes
Director

Inter American University
Fajardo Campus
Department of Education and Social Science



ATTENDANCE SHEET

Instruments Administration and Results

Día: May 26, 2022

Hora: 8:00 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Prof. César Meléndez -Clinical Experiences Coordinator	

Porfirio Montes
Director

INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS

Date: May 31, 2022

Time: 8:00 am

Participants: Dr. Porfirio Montes-Director / Prof. César Meléndez- Clinic Experiences

Coordinator

Faculty Meeting Room

AGENDA

1. Welcome
2. Analysis of the results of the administration of the instruments
3. Evaluation of student trainees' progress through clinical experiences.
4. Suggestions for process improvement
5. Closing of the meeting

Dr. Porfirio Montes
Director

Inter American University
Fajardo Campus
Department of Education and Social Science

ATTENDANCE SHEET

Administration of Instruments and Analysis of Students Progress

Día: May 31, 2022

Hora: 8:00 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Prof. César Meléndez -Clinical Experiences Coordinator	

Porfirio Montes
Director

Inter-American University of Puerto Rico
Fajardo Enclosure
Department of Education and Social Sciences

Evidence of meetings discussing CAEP procedures to ensure Quality Control – SEPT 23, 2022

Date: 9/23/2022

Time: 9 am

Location: Department Director's Office, Inter Fajardo

Present:

Name
Dr. Cardona
Prof. Rodriguez

Agenda

- **Best regards**
- **Purpose of the Meeting:**

Discussion of documents (evidence) that must be submitted for CAEP.

- **Agreements Taken:**

Admissions evidence of admissions is requested.

The Dean of Students was asked for the individual document of each case worked in academic counseling.

Professors were asked to coordinate seminar dates to discuss the new Circular Letter and Reasonable Accommodations with students of EDUC courses 1080, 3015, 4011 and 4013.

- **Closure**
-

Spanish Original; Agenda of the Meeting

Universidad Interamericana de Puerto Rico
Recinto de Fajardo
Departamento de Educación y Ciencias Sociales

Fecha: 9/23/2022

Hora: 9 am

Lugar: Oficina de Directora de Departamento, Inter Fajardo

Asistentes:

Nombre
Dra. Cardona
Prof. Rodríguez

Agenda

- **Saludos**
- **Propósito de la Reunión:**

Discusión de documentos (evidencias) que deben ser entregadas para CAEP.

- **Acuerdos Tomados:**

Se solicito a admisiones evidencias de admisiones.

Se solicito al Decanato de Estudiantes el documento individual de cada caso trabajado en consejería académica.

Se solicito a los profesores coordinar fecha de seminario para discutir la nueva Carta Circular y los Acomodos Razonables con los estudiantes de los cursos EDUC 1080, 3015, 4011 y 4013.

- **Clausura**
