Delaware Alternate Portfolio Assessment
Advisory Committee Meeting
September 24, 2001
12n-4pm
Del-Tech, Dover

Attendees:
Kellie Anderson, Martha Brooks, Shaunna Crossen, Melanie Hoffmann, Peggy Lashbrook, Pat Maichle, Judy McBride, Mary Ann Mieczkowski, Michael Murray, Don Peters, Glenda Scott, Wendy Strauss, Brian Touchette, Janine Weber

NEXT MEETING DATE:
Monday, November 26, 12-4
Del-Tech, Terry Campus

Update
Training Schedule
The training schedule has been printed and distributed to everyone in the CDS database. Additional copies were sent to principals and special education directors. Advisory Committee members are asked to help spread the word and distribute training brochures to anyone who might be interested. Additional copies of the training brochure can be obtained by contacting Janine Weber at 831-1052. Registration for training is available either via fax or online at [www.dapaonline.org](http://www.dapaonline.org). In addition, one training session will be videotaped for anyone who is unable to attend the regular training sessions.

Website
The DAPA website is up and running at [www.dapaonline.org](http://www.dapaonline.org). In addition to online training registration, the complete User’s Guide will also be available after November 1st. Other information, including parent information and directions to trainings is also available. Advisory Committee members are also asked to help spread the word regarding the website.

2000-2001 Score Reports
The 2000-2001 DAPA portfolios and four copies of the score reports (parent, teacher, principal, school) were sent to the district offices on Sept. 12th.

The 2001-2002 User’s Guide will be distributed at the training sessions in October. This year we will be distributing replacement pages to those who had a copy of last year’s User’s Guide. Following the October training sessions, a letter will be sent to everyone in the CDS database asking if they would like a new User’s Guide. In addition, new binders will be distributed to new teachers, the Advisory Committee, and District Special Education Directors.

Advisory Committee Expansion
We are still working on expanding the Advisory Committee and are particularly focused on increasing parent involvement. Anyone with nominations for additional members is asked to contact Alison Chandler at 831-1052.

2001-2002 Scoring Rubric and Definitions
The scoring rubric and definitions were reviewed and approved. These are the final definitions and rubric for the 2001-2002 DAPA year.

Work Groups
The Advisory Committee specified the issues that each of the three work groups will need to work on (see below). The first meeting date for each committee was also set. Anyone who wants to participate in a work group(s) is asked to contact Alison Chandler at 831-1052. We will also be looking for parents and administrators to participate on each of the work groups, so if anyone has any nominations, please call Alison. See enclosed [Workgroup Participants List](#) for meeting dates and locations.
Benchmarking
Task: Benchmark the communication domain

Issues/Activities:
✓ Determine what data are needed
✓ Examine DSTP panel procedures in order to parallel their process
✓ Determine process for panel discussions: procedures, times, participants, panel size

Appeals and Exemptions
Task: Develop guidelines and procedures for appealing a DAPA score, and for obtaining a DAPA exemption.

Issues/Activities:
✓ Examine DSTP appeal process for parallels
✓ Establish who has the right to appeal
✓ Define the role of the parent and district consultant in the appeals process
✓ Establish procedures for portfolio review by qualified master scorers (e.g., blind scoring)
✓ Establish procedure for reporting results of appeal back to appellant
✓ Establish clear guidelines for acceptable exemptions
✓ Examine DSTP exemption rules for parallel
✓ Create procedures for requesting an exemption

DAPA Expansion
Task: Make recommendations to the Advisory Committee regarding the expansion of the DAPA (in order to parallel the DSTP’s expansion to testing in every grade, every year)

Issues/Activities:
✓ Examine DSTP’s current policy/practice regarding testing every year
✓ Examine alternative ways to spread the completion of the full five domains across a three-year period (i.e., spread out the burden, make more equitable for all teachers)
✓ Examine implications for scoring and feedback, costs, and school accountability