

Statewide Testing Advisory Groups

A variety of groups and organizations advise the Minnesota Assessment System. Each of them serves a specific role and their combined efforts contribute significantly to the program's success.

Each year MDE reviews the membership list and invites stakeholders to participate in one or more of these advisory groups based on the expiration of current terms.

For all advisory groups except the Assessment Advisory Panels, the participant or the participant's district is responsible for all expenses related to participation in the group. The Minnesota Department of Education is not able to pay for any expenses including mileage, hotels, meals related to participation in these meetings. For the advisory groups that meet frequently, we always attempt to provide technology-based participation. For more infrequent meetings, we typically meet in person in Roseville.

Accommodations Advisory Review Panel (AARP)

Purpose	Conducts reviews of proposed additions to the approved accommodations and non-standard test administration practices listed in the Minnesota Procedures Manual to ensure that accommodations and non-standard practices will not invalidate interpretations and judgments based on the resulting test score.
Members	Special Education Teachers, Special Education Directors, EL Teachers, Deaf Educators, Vision Specialists, Parents, School Principals, District Assessment Coordinators, Educational Measurement Experts, University Researchers
Meeting Frequency	Annually; June of each year (ad hoc teleconference if needed)
Mode of Meeting	In person
Number of Meetings During Term	2
Typical Meeting Length	One day
Length of Term	Two years
Reimbursement Available?	No

Assessment Advisory Committee (AAC)

Purpose	Reviews policies and practices of statewide assessments as required by Minnesota Statutes, section 120B.365 . The committee submits its recommendations to the Commissioner and to legislative committees with jurisdiction over kindergarten through grade 12 education policy and budget issues. The Commissioner considers the committee's recommendations before finalizing a statewide assessment.
Members	As required by statute: (1) two superintendents; (2) two teachers; (3) two higher education faculty; and (4) up to five members of the public, consisting of parents and members of the business community.
Meeting Frequency	Quarterly (ad hoc teleconference if needed) {meets jointly with the Local Assessment and Accountability Advisory Committee as the purposes are similar}
Mode of Meeting	In person and/or WebEx
Number of Meetings During Term	8
Typical Meeting Length	Two hours
Length of Term	Two years
Reimbursement Available?	No

Assessment Advisory Panels

Purpose	Approximately six panels are involved in the development of each test that is administered to Minnesota students.
Members	Licensed K-12 teachers in a variety of subjects and specializations as well as representatives from Minnesota communities of color. If you are a teacher or qualified community member and want to serve on an advisory panel, see Register for Panels .
Meeting Frequency	As called by email invitation
Mode of Meeting	In person
Number of Meetings During Term	As called
Typical Meeting Length	1-3 days depending upon panel
Length of Term	A single meeting session of 1-3 days
Reimbursement Available?	Yes

Local Assessment and Accountability Advisory Committee (LAAAC)

Purpose	Advises MDE on assessment, accountability and technical issues.
Members	Superintendents, Principals, District Assessment Coordinators, District Program Coordinators
Meeting Frequency	Quarterly (ad hoc teleconference if needed) {meets jointly with the Assessment Advisory Committee (AAC) as the purposes are similar}
Mode of Meeting	In person and/or WebEx
Number of Meetings During Term	8
Typical Meeting Length	Two hours
Length of Term	Two years
Reimbursement Available?	No

Minnesota Technical Advisory Committee (MN TAC)

Purpose	Serves as an advisory body to MDE. It makes recommendations on technical aspects of large-scale assessment including item development, test construction, administration procedures, scoring and equating methodologies, and standard-setting workshops. The Minnesota TAC also provides guidance on other technical matters such as practices not already described in the <i>Standards for Educational and Psychological Testing</i> , and continues to provide advice and consultation on the implementation of new state assessments and meeting the federal requirements of Elementary and Secondary Education Act (ESEA).
Members	Educational Measurement Technical and Policy Experts by invitation, one Minnesota District Assessment Coordinator
Meeting Frequency	Three times per year
Mode of Meeting	In person
Number of Meetings During Term	3
Typical Meeting Length	Two days
Length of Term	Two years
Reimbursement Available?	No

State Assessments Technology Work Group (SATWG)

Purpose	Ensure successful administration of computer-delivered assessments by developing a site readiness process, testing software releases, and providing feedback to MDE and service providers before, during, and after online test administrations.
Members	District Technology Coordinators, District Technology Staff, District Assessment Coordinators
Meeting Frequency	Bi-Monthly
Mode of Meeting	Conference calls and occasionally in-person
Number of Meetings During Term	12
Typical Meeting Length	One hour
Length of Term	Two years
Reimbursement Available?	No

5/24/2012