

## Statewide Testing Advisory Groups

The Minnesota Assessment System is advised by a variety of groups and organizations, each serving a specific role. The combined efforts of these groups contribute significantly to the program's success.

Each year the Minnesota Department of Education 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. MDE is not able to pay for any expenses including mileage, hotels, or meals related to participation in these meetings. For the advisory groups that meet frequently, we always attempt to provide technology-based participation. The groups that meet less frequently typically meet in person in Roseville.

### Accommodations Advisory Review Panel (AARP)

<b>Purpose</b>	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.
<b>Members</b>	Special Education Teachers, Special Education Directors, EL Teachers, Deaf Educators, Vision Specialists, Parents, School Principals, District Assessment Coordinators, Educational Measurement Experts, University Researchers
<b>Meeting Frequency</b>	Annually as needed; June (ad hoc teleconference if needed)
<b>Mode of Meeting</b>	In person
<b>Number of Meetings Per Year</b>	As called
<b>Typical Meeting Length</b>	One-half day
<b>Length of Term</b>	Five years
<b>Reimbursement Available?</b>	No

## Assessment Advisory Panels (AAP)

<b>Purpose</b>	Approximately six panels are involved in the development of each test that is administered to Minnesota students.
<b>Members</b>	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 <a href="#">Register for Panels</a> .
<b>Meeting Frequency</b>	As called by email invitation
<b>Mode of Meeting</b>	In person
<b>Number of Meetings Per Year</b>	As called
<b>Typical Meeting Length</b>	Depending upon panel, 1-3 days
<b>Length of Term</b>	A single meeting session of 1-3 days
<b>Reimbursement Available?</b>	Yes

## Local Assessment and Advisory Committee (LAAC)

<b>Purpose</b>	Advises MDE on assessment and technical issues.
<b>Members</b>	Superintendents, Principals, District Assessment Coordinators, District Program Coordinators
<b>Meeting Frequency</b>	Monthly or as needed
<b>Mode of Meeting</b>	Conference calls (WebEx) and in-person
<b>Number of Meetings Per Year</b>	Up to 8
<b>Typical Meeting Length</b>	Two hours
<b>Length of Term</b>	Two years
<b>Reimbursement Available?</b>	No

## Minnesota Technical Advisory Committee (MN TAC)

<b>Purpose</b>	Serves as an advisory body to MDE. 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).
<b>Members</b>	Educational Measurement Technical and Policy Experts by invitation.
<b>Meeting Frequency</b>	Three times per year
<b>Mode of Meeting</b>	In person
<b>Number of Meetings Per Year</b>	Three
<b>Typical Meeting Length</b>	Two days
<b>Length of Term</b>	As determined by MDE
<b>Reimbursement Available?</b>	Under contract

## State Assessments Technology Work Group (SATWG)

<b>Purpose</b>	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.
<b>Members</b>	District Technology Coordinators, District Technology Staff, District Assessment Coordinators
<b>Meeting Frequency</b>	Ad hoc
<b>Mode of Meeting</b>	Conference calls and occasionally in-person
<b>Number of Meetings Per Year</b>	Up to 12
<b>Typical Meeting Length</b>	One hour
<b>Length of Term</b>	Two years
<b>Reimbursement Available?</b>	No