Statewide Testing Advisory Groups Overview

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.

Assessment Accommodations Review Panel (AARP)

Meeting Details	Description
Purpose	Conducts reviews of proposed additions to the approved accommodations, supports and non-standard test administration practices listed in the Minnesota Procedures Manual to ensure that they do not invalidate interpretations and judgments based on the resulting test score.
Members	Special Education Teachers, Special Education Directors, English Learner Teachers, Educators of the Deaf and Hard of Hearing, Teachers of the Blind and Visually Impaired, Parents, School Principals, District Assessment Coordinators, Educational Measurement Experts, University Researchers
Meeting Frequency	Annually as needed; June (ad hoc teleconference if needed)
Mode of Meeting	In person
Number of Meetings	As called
Typical Meeting Length	One day to One-half day
Length of Term	Two years
Reimbursement Available?	No

Assessment Advisory Panels (AAP)

Meeting Details	Description
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 Per Year	As called
Typical Meeting Length	Depending upon panel, one to four days
Length of Term	A single meeting session of one to four days
Reimbursement Available?	Yes

Local Assessment and Advisory Committee (LAAC)

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

Minnesota Technical Advisory Committee (MN TAC)

Meeting Details	Description
Purpose	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 Standards for Educational and Psychological Testing, 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.
Meeting Frequency	Three times per year
Mode of Meeting	In person
Number of Meetings Per Year	Three
Typical Meeting Length	Two days
Length of Term	As determined by MDE
Reimbursement Available?	Under contract

State Assessments Technology Work Group (SATWG)

Meeting Details	Description
Purpose	Ensure successful administration of computer-delivered assessments by testing software releases and providing feedback to MDE and service providers before, during, and after online test administrations as needed.
Members	District Technology Coordinators, District Technology Staff, District Assessment Coordinators
Meeting Frequency	Ad hoc
Mode of Meeting	Conference calls and occasionally in-person
Number of Meetings Per Year	Three times per year
Typical Meeting Length	One hour
Length of Term	Two years
Reimbursement Available?	No