

**Division of Education  
Division Meeting Minutes**

**August 26, 2016**

**Division Members Present**

Dr. Rick Druggish, Chair  
Dr. T. Mullins  
Dr. K. Tucker  
Dr. W. Williams  
Dr. D. Grych  
Dr. K. Hawks  
Dr. N. Burton  
Ms. L. Smith

**Updates and Reminders**

- \*Office hours should now be posted
- \*"Outside Commitment" form due by September 2
- \*Last day for adding classes is September 2
- \*All course syllabi should be submitted by September 2
- \*Last day to apply for Student Teaching Spring 2017 is September 9

**Approval of Minutes**

Minutes from the August 12<sup>th</sup> meeting were approved.

**Special Presentation**

**President Boggess and Vice President Viscusi** presented information regarding the restructuring of the university. Following their presentation, they fielded questions posed by the division members present.

**New Business**

Members present discussed having uniformity in taking minutes at division meetings. Dr. Druggish distributed information from Roberts Rules of Order. The required information to be included in minutes will be:

- Attendance
- Approval of minutes
- Motions and actions taken
- Discussion items
  - Agenda and non-agenda items
  - Summary of discussions
- Signature/name of individual who took minutes

**Committees: Elections and Appointments**

- a) Grade Change Committee Representative: Dr. Mullins
- b) Human Subjects Committee: Dr. Williams
- c) Scholarship Committee: Dr. Hawks, Dr. Mullins, Ms. Smith, Dr. Reynolds
- d) Faculty Senate Representative: Dr. Liptak
- e) Honors Committee Representative: Dr. Tucker

- f) Assessment Committee: Dr. Tucker
- g) McNair Committee: Dr. Grych
- h) Library Committee: Dr. Grych
- i) Technology Committee: Dr. Tucker
- j) Division Personnel Committee: Drs. Burton, Mullins, Reynolds, and Williams
- k) University Faculty Development Committee: Dr. Williams
- l) RBA Committee: Dr. A Campbell
- m) Marketing Point Person: Dr. H. Campbell
- n) Committee on Research Dr. A. Campbell
- o) Academic Policy Committee (appointed): Dr. Druggish
- p) EPPAC
- q) Women and gender Studies: Dr. Grych

### **CAEP Updates**

Since the CAEP visit will be spring 2020, all programs must meet ALL CAEP requirements beginning 2018. All assessments must meet validity and reliability standards as specified by CAEP. SPAs are to be complete by the end of the fall 2016 term (Data collection for SPAs ends F16 term).

**See meeting agenda for topics of CAEP updates as well as a list of SPA reports due March 2017.**

### **NON-Agenda Items**

Alternative Certification Modules for RESA IV have been approved. Dave Warvel, RESA-IV Director would like to begin the first module in September. The timeline and order for the first set of modules will be:

September 5	Foundations	Dr. Williams
October 10	Instruction and Classroom Management	Dr. A. Campbell
November 14	Curriculum and Instruction	Dr. K. Tucker
January 9	Assessment and Evaluation of Learning	Dr. St. John
February 13	Special Education	Dr. Burton
March 20	Elementary and Secondary Literacy	Dr. Hawks

Dr. Williams will contact Dave Warvel to determine/coordinate start times, clarify meaning of face-to-face meetings with participants, and determine specifics regarding instructor pay. NOTE: The modules have been approved to be used with Raleigh County; McDowell County has requested that we work with their teachers seeking alternate certification.

### **Professional Development Schools**

Dr. Hawks is PDS Coordinator. The number of PDS schools has been reduced to 10: Athens Elementary, Bradley Elementary, Melrose Elementary, Mercer Elementary, Oakvale Elementary, Pikeview High, Pikeview Middle, Princeton High, Princeton Primary, Sun Valley Elementary.

**The meeting was adjourned at 3:45 PM.**



**Division of Education  
Meeting Minutes  
September 9, 2016**

**Members Present:**

A.Campbell, H.Campbell, R. Druggish, K. Hawks, K. Liptak, L. Smith, S. St.John, K. Tucker, W. Williams

Minutes from last meeting were approved

**Updates and Reminders**

- Last day to apply for student teacher (Spring 2017) - September 9
- Last day to apply for admission into teacher education (Fall 2016) - Sept.30

Dr. Druggish reminded faculty about requirements for admission in regard to passing Praxis and minimum overall GPA. If students have questions, they should schedule a time to meet with Dr. Druggish to discuss. Students should be able to meet GPA requirement and pass praxis by the end of the semester.

**New Business**

**CAEP Updates**

- 1) Student (P-12) satisfaction survey - must be administered during student teaching and completed by the candidates students. The division must establish the survey and ensure content validity. Must be appropriate for all levels pre-k through 12.

It was suggested that Terry and Anita be approached about the possibility of working on the instrument. Rick will talk with them.

- 2) EPP (Program) assessments:

Ideas for how the process for items and rubrics should be handled within the division and criteria that needs to be met in doing so. #'s 1 and 2 are the assessments that need to be handled by the division. There are already options for the remainder of the list.

- 1) \*Admission to Program (Items and Rubric)
- 2) \*Admission to Student Teaching (Items and Rubric)
- 3) Final ST assessment (state rubric)

Division approved the state evaluation system "Evaluation Rubrics for Teachers" as the final student teaching assessment.

- 4) Follow-up survey (NExt)
- 5) Follow-up survey of employer (NExt)
- 6) GRIT or Disposition Assessment

The recommendation for Rick and Kathy L. to examine the admission to teacher education and student teaching assessments. They agreed to bring recommendations for revision to the department. Faculty were encouraged to provide input and ideas prior to the presentation of instruments to the division.

All rubrics within the program need descriptors that follow: **distinguished, accomplished, emerging, and unsatisfactory**. Any rubric used beginning in Spring 2017 should contain these descriptors .

### **TWS and Final Student Teaching Evaluation**

A new TWS was distributed to faculty and was handed out to student teachers today. Discussion regarding the video portion was held. A permission form for our candidates to distribute to their students' parents to obtain permission for video taping was discussed. Kathy T. agreed to develop a permission form for CU teacher candidates to distribute.

Lesson plan template - department needs to develop a lesson plan template for our candidates to use throughout the program but especially for the TWS. Lesson plans should include a big idea, standards (state and/or national), objectives, strategies, assessment, and a daily reflection. W. Williams. volunteered to look at the lesson plan template for the department with H. Campbell.

### **Spring Course Offerings**

Send in preferences for spring teaching to Kim. Kim will send them to Rick. Preferences will be reviewed and Rick may need to discuss some courses with individual faculty members.

### **Other Discussion:**

Discussion about recent university faculty meeting was held and a summary of meeting was provided by members who were in attendance.

Ad Hoc Committee for looking at the pay plan was discussed. Division was asked for a volunteer for division representation. H.Campbell volunteered to serve on this committee.

Respectfully submitted by A. Campbell  
9/9/16

**Division of Education  
Meeting Minutes  
December 8, 2016**

**Members Present:**

N. Burton, A. Campbell, H. Campbell, R. Druggish, D. Grych, K. Hawks, K. Liptak, T. Mullins, L. Smith, S. St. John, A. Reynolds, K. Tucker, W. Williams

Minutes from last meeting were approved

**Updates and Reminders**

- Fall Commencement – Saturday, December 10, 2016 at 11:00 A.M.
- Final day for submission of semester grades is Tuesday, December 13 at 4:00 P.M.
- Mercer School Science Fair- January 30- Block students will be judging
- First day of spring classes- Monday, January 9

**New Business**

**Teacher Education Applicants**

Data was reviewed for the teacher education applicants from this semester. Discussion regarding offering Praxis remediation for students was held.

Dr. Druggish and Dr. Liptak are working on new criteria for admission to the TEP.

**Student Teachers TPAs Data**

All student teachers met the TPA requirements this semester (fall, 2016). CU student teachers were impressive for the most part with their TPAs. Dr. Liptak, Dr. Druggish, and Dr. Reynolds reported and reviewed the TPA data with the faculty in the division.

Currently there are approximately 40 applicants for student teaching in Spring 2017

**Spring Course Offerings**

The final version of the spring schedules for faculty will be submitted to the dean. The following class changes occurred:

- ECSP 308 was cancelled due to low enrollment
- ECSP 328 was cancelled due to low enrollment
- EDUC 510 was cancelled due to low enrollment
- EDUC 520 was cancelled due to low enrollment

There has been a reduction in the use of adjuncts for Spring 2017.

**Ed Leadership Position Announcement**

The Educational Leadership position will be announced at the end of the month. Dr. Druggish made available the job description and announcement for faculty review.

**Elementary Education and Secondary Education Programs**

Discussion was held regarding our Elementary Program and possible changes that might take place to make it stronger. Using student teacher exit data from the past few years, the data indicates that there is a need to offer a course in classroom management, as well as other possible changes. We will meet all day in January to discuss these changes.

**Other Discussion:**

1. All syllabi must have consistency across campus. Changes to current syllabi must occur so that all syllabi follow the template sent from Dr. Barnes. When undergraduate syllabi are correct, send to Dr. Druggish and graduate syllabi to Dr. Liptak.
2. We will be signing an agreement with Monroe County to offer the alternative certification program if needed.
3. The faculty reviewed a number of institutions offering Children's Literature. It was offered one of three ways:
  - by the Education Department
  - by the English Department
  - as a General Studies course

We are willing to explore the possibility of how this course might benefit our elementary majors in the future and how to best offer it.

4. Discussion was held on exploring technology advancements and how to utilize them effectively throughout our program. Discussion was also held on the importance of diversity in our program and ways in which we can make our program more diverse.

Next meeting is Tuesday, January 3, 2017 from 9:00- 3:00.

Respectfully submitted by K. Hawks  
12/08/2016

**Division of Education**  
**Minutes**  
**January 26, 2017**

**Members Present:** N. Burton, R. Druggish, K. Liptak, T. Mullins, A. Reynolds, T. Smith, K. Tucker, W. Williams

The Division meeting was called to order by the chair at 1:10 P.M. The approval of the minutes from the last meeting on January 3, 2017 was deferred to the next meeting.

Dr. Druggish reminded faculty of upcoming important dates and tasks that need to be shared or addressed including application deadline for student teaching, submission of summer and fall schedules, date for fall 2017 student teaching meeting, and a reminder to post spring 2017 office hours as soon as possible. He also reminded faculty to review the WV Personnel Drug and Alcohol Workplace policy that HR emailed to all faculty on 12/7/2016. Faculty need to sign and submit the Employee Drug Awareness Certificate Form to Dr. Druggish as soon as possible.

Dr. Druggish discussed faculty evaluations and the CU Faculty Handbook requirement that requires a classroom observation by a peer for anyone seeking tenure and/or promotion. Faculty discussed the observation form that was collaboratively developed with education faculty and human performance faculty in 2010. This form will be reviewed at the next Division meeting as a possible format for peer observations in 2017.

Faculty reviewed and discussed the 8 applicants for the position in Educational Leadership and Supervision. Out of the 8 applicants, only 3 had the necessary educational background to be considered. From these three, faculty decided to conduct a face-to-face interview with one of the applicants within the next week if possible. Dr. Druggish will try to schedule the interview for Friday, February 3, 2017.

Dr. Druggish provided a brief overview of the tasks that need to be addressed/accomplished in spring 2017. These include revised 4-year plans for the undergraduate programs that reflect the new general education program, revisions of all undergraduate and graduate syllabi prior to summer 2017, topics for upcoming teacher education seminars, PRAXIS I tutoring workshops, and SPA reports (all are due on March 15, 2017).

The Division of Education unanimously approved two Catalog Changes for EDUC 540 and EDUC 555 in the MAT program. The change would move the 10 hour field experience requirement from EDUC 540 to EDUC 555. The total new field experience hours required in EDUC 555 will be 25 hours. This change will go into effect in fall 2017.

Committee reports included updates from the Technology Committee and Faculty Senate. Dr. Tucker shared the IT Committee's plans to streamline copying at the University based on an extensive report by Steve Meadows. In an effort to save on the cost of operating multiple copiers, the University is renegotiating the contract and will reduce the number of copiers in each building. Further, the copiers will be set to "sleep" from 10:00 at night until the next morning. Faculty have been asked to cut down on the number of copies and encourage the use of digital



versions wherever possible. The Division of Education averages one of the highest numbers of copies made per month.

Additionally, Dr. Tucker reported that the University will double the bandwidth on campus this spring and renegotiate the Blackboard contract that should result in updates for faculty and students.

Faculty were encouraged to attend the Faculty meeting scheduled for February 2, 2017 where proposed changes to the Constitution will be the main agenda items.

The next Division meeting is scheduled for Thursday, February 2, 2017 at 12:30 in Room 100. The meeting was adjourned by the chair at 2:45 P.M.

Respectfully submitted by:

Kathryn L. Liptak  
1-27-2017

## **Division of Education**

Minutes

March 23, 2017

Present: Rick Druggish, Kathy Hawks, Kathy Tucker, Kathy Liptak, Thea Smith, Willy Williams, and Terry Mullins

The meeting was called to order by Rick Druggish at 1:00 PM. Announcements of upcoming events were first reviewed.

### **Announcements**

April 22, 2017

New Student Orientation

May 10, 2017

Final summer school Term I course decisions will be made on Wednesday, May 10.

If there are 8 or more students pay for instructors will be full pay for undergraduate courses. If there are 5 or more students pay for instructors will be full pay for graduate courses. If fewer students as of May 10 instructors will be given the option of teaching the class at a reduced rate or dropping the class from the schedule. The decision based on May 10 enrollment is final even if more students enroll in the course or drop the course.

Division members expressed concern that students add classes at the last minute which means a professor could get reduced pay for a full class. Also, it was pointed out that this often happens particularly with graduate courses.

### **From Dean's Staff**

Craig Keen announced that he would be leaving Concord for a new university position. Vice President Viscusi discussed the state of the State of West Virginia. He expects another cut in the state budget. He also explained that WVU, Marshall and Sheppard have all been exempted for the guidelines set by the HEPC. The role and purpose of the HEPC was discussed and plusses and minuses of operating under the HEPC also reviewed. The HEPC does put restraints (for good or bad) on the various institutions in the State. In addition, the HEPC, itself, may be abolished. Other changes in the West Virginia Department of Education may also be possible. Viscusi also noted that CU will be looking at programs to continue or to drop. Local legislators need to be made aware of the future of CU and many of these issues.

### **Election of Division Chair**

The election of the division chair had to be revisited. The election had to be by paper ballot. With the paper ballot the election followed. Dr. Rick Druggish was elected by paper ballot.

## **Discussion Concerning Ed Leadership Position**

We reviewed applicants who met qualifications including an earned doctorate in educational leadership or supervision and also had experience as a building principal. Those who did not meet the qualification were eliminated first. Discussion concerning candidates continued and two candidates were selected to follow up with telephone interviews next week.

## **Social Studies Block Discussion**

EDUC 306, SPED 309, EDUC 319 and SOSC 414 were discussed as part of the block. Rick hopes to meet soon with those who will be teaching the classes in the fall.

## **Business, Art and Music Education Program**

The Business Education program will be sunset at Concord University. This move is at the request of Business Department. There is also interest in ending the education programs in art and music, as well.

## **DeNuzzo Award**

Outstanding character and leadership ability are the characteristics for this honor. The division selected one student for the honor—Samantha Higgins.

## **Education Student of the Year**

Students who completed their student teaching in the fall of 2016 and the spring of 2017 were reviewed for the honor of student of the year.

Elementary—Sarah Woody

Secondary—Allison Whitener & Richard Woods

Early Childhood Special Education—Samantha Higgins

## **SPA Reports and Updates**

Rick reviewed the SPA reports and thanked everyone who participated in writing the SPA reports for their good work. He expects to hear good things around August 1. He also encouraged the division members to utilize Live Text and include all assessments there that could be used in future reports. He suggested we review our courses and find assessments that could be included in Live Text.

## **Teacher Education Admission Information**

The students who applied for the Teacher Education Program were reviewed. Several students were missing a few items but overall many portfolios were complete and the GPAs looked very good across the board. Rick also thanked everyone for his/her help with the drop-in advising particularly since the dates for advising were changed from our original calendar.

## **University 100**

Rick asked if there was an interest by any faculty member in teaching a section of University 100 this fall. He also discussed some of the changes in the general studies requirements that have impacted our teacher education candidates. If students have problems with the transition look at their full program of studies prior to requiring students to take other courses.

## **Courses after Admission to Teacher Education**

The possibility of EDUC 306, EDUC 309 and EDUC 318 should all be taken simultaneously.

## **Course Changes**

EDUC 310 and EDUC 210 are both now three (3) hour courses. They will both be restructured to reflect the change from two hour courses to a three hour course. Language has also been changed in the catalog to permit students to use the two semesters of a foreign language as a general studies substitute. Previously students could not count the first year of a language if they had taken the in high school.

The meeting was adjourned at 3:20 PM.

Respectfully submitted,

*Terry W. Mullins*

## **Division of Education Minutes**

April 6, 2017

**Members Present:** H. Campbell, R. Druggish, D. Grych, K. Hawks, K. Liptak, T. Mullins, L. Smith, S. St. John, K. Tucker, W. Williams

The meeting was called to order by Dr. Druggish.

### **I. Updates**

April 7 Admitted Student Day

April 12 Campus visit with candidate for Educational Leadership position. The candidate will be taken to dinner prior to the campus visit on April 12.

May 5 Curriculum Vitae—As a reminder, these are due to Cheryl Barnes, via Dixie Terrell include both hard copies and electronic copies.

May 10 Summer School I decisions will be made.

### **II. New Business**

University 100 Dr. Druggish asked for volunteers to teach the course. Discussion was held on the contents of the course. L. Smith expressed an interest in teaching a section at the Beckley campus.

Ed. Leadership Position Candidate Updates The online list of candidates was reviewed and discussion was held on potential candidates to call for phone interviews and possible on campus visits.

Secondary Education Programs and MAT (Math, Sciences, English, Music and Art) Discussion was held on moving the above programs to the MAT program and removing them from the undergraduate program. Dr. Druggish will be meeting with each division and discussing the issues.

Early Childhood Special Education During Spring 2017 advising, current early childhood special education majors were made aware of the sun setting program and were advised on how to meet the requirements to complete the program. They were also presented with information on moving to the Elementary Education program.

Elementary Education Progression sheets for elementary education were reviewed and discussion was held on what should be required for elementary education majors.

### **Committee Reports**

Dr. Druggish encouraged everyone to review course titles and descriptions for possible changes. Suggestions for a new title and description for EDUC 210 were presented in a handout.

The next meeting will be April 13, 2017 at 1:00.

Respectfully submitted,

*Lethea Smith*