

Department of Education
August 10, 2017
Minutes

The first meeting of the fall semester was called to order and Dr. Druggish welcomed everyone back for the upcoming year. Dr. Druggish thanked Dr. Tucker for her hospitality and delicious food.

The following updates were shared

Updates and Reminders:

ASAP – Conflict of Interest/Commitment Declarations to Provost

Friday, August 11 – Faculty available in offices for advising

Monday, August 14 – Classes begin, check attendance in each class

Monday, August 14 – University Freshman Convocation 3:00 PM

Monday, August 14 – Syllabi submitted to Chair for review and publication (must be published by Friday, August 18)

Friday, August 18 – Department Meeting 12:30 – 2:30

Monday, August 21 – Office hours to Chair and to Kim Nichols

New Business:

Dr. Druggish welcomed Dr. Michael Bean to the Department. Dr. Bean will be teaching Ed. Leadership classes and SOSOC 414. Dr. Reynolds will serve as Dr. Bean’s faculty mentor.

Dr. Druggish reviewed the University’s new organizational structure: the University now consists of three colleges – Professional Studies, Natural Sciences, Mathematics and Fine Arts, and Fine Arts, Humanities and Social Sciences. There are now eleven departments and department chairs that will make up the Academic Council. Each college will have an interim Dean, and Dr. Liptak will be the Interim Dean for the College of Professional Studies. Dr. Liptak has also been appointed as the Assistant Provost and Director of Assessment. Dr. Liptak will also serve as Coordinator/Director of the MAT and M.Ed. programs.

The following elections/appointments to committees were made:

- a. Faculty Executive Board — Dr. Tucker
- b. EPPAC (secondary representative) – Dr. Bean

Dr. Druggish shared SPA final reports. Individual meetings will be held with each SPA coordinator during the next several weeks.

Recognized	Recognized w/ Conditions	Recognized w/ Probation	Further Development Required
Reading Specialist	Elementary Ed Mild/Moderate K-6 and 5-Adult ECSE	Health General Science Biology Chemistry	Math 5-9 and 5- Adult

	Physical Ed Social Studies English Educational Leadership/Supervision		
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Dr. Druggish shared the following goals for the Department. These goals will be the focus of Department meetings over the upcoming semester.

1. Revise Admission to Teacher Education
Portfolio and Rubric
EDUC 210 Field Experience Evaluation and Professor Evaluation (Dispositions
Seminars for Portfolio Requirements (EDUC 210 and EPAT)
2. Review/revise rubrics for Program Assessments and SPA Assessments
3. Review core education courses
4. Review/revise elementary education program
5. Finalize secondary block; make all secondary programs 120 hrs.
6. Involve all faculty in WVTPA evaluation
7. Review/revise syllabi to meet standards (program, institutional, professional, CAEP, ...)

Department of Education
August 31, 2017
Minutes

Present:

Dr. Rick Druggish
Dr. Andrea Campbell
Dr. Anita Reynolds
Dr. Terry Mullins
Dr. Diane Grych

Dr. Michael Bean
Mrs. Lethea Smith
Dr. Kathy Liptak
Dr. Willy Williams

The meeting was called to order at 12:45 pm.

Updates and Reminders

Friday, September 1 – Last day for adding courses

Monday, September 4 – Holiday – No Classes

Wednesday, September 6, Fall course offerings submitted to me and Dr. Liptak

Friday, September 8 – Last day to apply for spring 2018 student teaching

Friday, September 15 – Final spring 2018 course schedules

Monday, October 16 – Friday, November 3 – Advising for spring 2018 course selection

New Business

1. Elections and Appointments of Committee Memberships

Committees:

- a. Grade Change Committee Representative – **Dr. Terry Mullins**
- b. Human Subjects Committee – **Dr. Willy Williams**
- c. Scholarship Committee – **Dr. Kathy Hawks, Dr. Anita Reynolds, Dr. Terry Mullins and Mrs. Lethea Smith**
- d. Faculty Executive Board – **Dr. Kathy Tucker**
(Dr. Tucker reports that the committee is currently working on revising the faculty handbook and is looking at restructuring committees as well as refining the definition of classified and non-classified staff. Board is also looking at offering honors classes in general studies as well as a capstone project.)
- e. Honors Committee Representative – **Dr. Kathy Tucker**
- f. Assessment Committee – **TO BE APPOINTED**
- g. McNair Committee – **Dr. Diane Grych**
- h. Library Committee – **Dr. Diane Grych**
- i. Technology Committee – **Dr. Michael Bean**
- j. Department Personnel Committee (at least 4 tenured faculty and one outside faculty)
Dr. Nancy Burton, Dr. Terry Mullins, Dr. Anita Reynolds, Dr. Willy Williams, and one outside faculty member.
- k. EPPAC (secondary representative) – **Dr. Michael Bean**
EPPAC membership will be restructured in accordance with the university restructuring
- l. University Faculty Development Committee – **Dr. Willy Williams**
- m. RBA Committee – **Dr. Andrea Campbell**
- n. University Graduate Council –
- o. Marketing Point Person – **Dr. Diane Grych and Dr. Kathy Tucker**
- p. Committee on Research – Dr. Druggish will check into this committee and report back to the department

2. Admission to Teacher Education

Portfolio and Rubric

The members present discussed the revisions to admission to teacher education requirements.

Voted to remove the “C” requirement from COMM 101 (Speech)

EDUC 210 Field Experience Evaluation and Professor Evaluation (Dispositions)

Allow student in second semester of freshman year or first semester of sophomore year to take EDUC 210

EDUC 210 and SPED 303 will be taken concurrently

Dr. Druggish will revise/clarify the stipulation of an overall grade point average to reflect the requirement as a “cohort” requirement.

Cadet (high school program) credit for 100 volunteer hours will be accepted if students have appropriate documentation. The Cadet Program will not count as EDUC 210 nor as its field placement.

Dispositions are based on three categories: Professional Responsibilities, Creating Positive Learning Environments, and Professional Learning. Dispositions will be completed at Admission to Teacher Education, during the Block semester and during Student Teaching. (See attached related documents.)

Seminars for Portfolio Requirements (EDUC 210 and EPAT)

September 2017 for students applying spring 2018

3. Program Assessment Reports and Program Review 5 Year Reports – 11/1/17

Program Assessment Reports are on the website. Reports go to the program assessment committee for review, then to Dr. Liptak. (See attached related document.)

3. WVPTA Updates and Evaluator Training Workshop schedule

Dates for training department members will be determined at the next department meeting. Dr. Liptak and Dr. Reynolds will conduct the training for the department.

4. Advising for spring 2018 (plan and schedule)

Members of the department decided to do three days of drop-in advising. All other designated advising dates will be by individual appointment with advisors.

Respectfully Submitted,
Dr. Nancy G. Burton

Department of Education
September 7, 2017
Minutes

Meeting called to order by Dr. Richard Druggish at 12:40 PM.

Announcements:

- Approval of 8/10/17 minutes
- Approval of 8/31/17 minutes with the following updates:
 - Assessment Committee – Kathy Tucker
 - Dr. Reynolds & Dr. Williams will mentor Dr. Bean on EPPAC
- Academic Program Associates will take minutes
- Admission to Teacher Education Application deadline will be moved back

Updates and Reminders

- Friday, September 8, 2017 – Last day to apply for spring 2018 student teaching
- Friday, September 15, 2017 – Final spring 2018 course schedules due
 - Class sizes will be reviewed to determine combining of sections. 10 students will be needed to keep a class open. If course is needed as part of a student's progression in order to graduate on time it will be offered
 - Upper level classes may be offered on a rotation
 - Early Childhood Special Education Program – concerns presented regarding student retention due to course rotation and offering availability
- Monday, October 16 – Friday, November 3, 2017 – Advising for spring 2018 course selection
 - Group advising: October 18th, October 19th and October 26th 9:00am-3:00pm in Marsh Hall Rm 139
 - Beckley advising TBA
 - All Early Childhood Special Education majors are to meet with Dr. Campbell individually

New Business

- ATEP entrance requirements updated to align with WV Policy 5100 beginning spring 2018
 - Students can be accepted with a 2.50 overall GPA if the cohort average overall GPA is 3.00
 - COMM 101 (Foundations of Speech) – passing grade will be the requirement, changing the “C” requirement
 - Students will attend seminars to address portfolio requirements
 - Grit Scale will be replaced with EDUC210 Classroom Disposition (will be done concurrently during the Fall 2017 semester)
- ATEP portfolio rubric will be updated to reflect Unsatisfactory, Emerging, Proficient and Distinguished categories. All students should aim for Emerging
- EDUC 210 dispositions – will begin Fall 2017 pending rubric approval
 - EDUC 210 Classroom Disposition – completed by course professor
 - EDUC 210 Field Disposition – completed by student's mentor teacher
 - Categories and standards discussed in-depth, and will remain open for revision for the time being
- Background checks
 - Will be required for early field experiences
 - Student must complete once per academic year
 - Possible methods of completion were discussed with the main method being online completion
- WVTPA training seminars and workshops will be held Friday, September 15, 2017 from 9:00am-3:00pm (tentative ending time)
- Group advising dates and times selected
 - October 18, October 19 and October 26 9:00am-3:00pm in Marsh Hall Rm 139. Beckley advising TBA

Department of Education
September 21, 2017
Minutes

Called to order by Richard Druggish

In Attendance: Richard Druggish, Nancy Burton, Andrea Campbell, Lethea Smith, William Williams, Diane Grych, Kathy Tucker, Michael Bean, Terry Mullins, Anita Reynolds

Announcements:

- Approval of 9/8/17 minutes
- Admission to Teacher Education Program guidelines will go into effect Spring 2018
- All departments must present two events/stories/happenings at the beginning of each month to Dr. Boggess
 - Dr. Bean proposed a share-drive as a communal location for Department of Education faculty to share news, stories, and pictures
 - Proposed items included the summer reading camp, special education camp, CEC events, Project Wet, block students attending the Water Festival
- PELL Grant may be returning for summer courses (Undergraduate only)
- Elementary Education committee will consist of Nancy Burton, Kathy Tucker, Lethea Smith, Kathy Hawks and Andrea Campbell.

Updates and Reminders

- Faculty Development forms should be turned in as soon as possible – no Department Support Funds will be granted
- All syllabi and CVs must be submitted as soon as possible for all full time faculty and adjuncts
 - Catalog course descriptions must be included in course description in syllabus
- Drop-In advising will be October 18th, October 19th and October 26th
- University Assessment Reports due November 1, 2017. Template can be found online
- HEPC change in course repeat policy
 - Forgiveness of grades of “D” and “F” will extend past 60 hours
 - 300+ level courses can be repeated with grade of “C”

New Business

- WVTPA training: all areas were accomplished or emerging. Criteria for inter-rater reliability were met. Who will be assessing TPAs are TBA
- Spring 2018 schedules were discussed. Approval pending.
 - Courses listed as TBA will be determined based upon course rosters as to whether a Beckley and Athens section will be needed.
 - Select graduate program courses will be offered as independent studies
 - No overloads past 18 hours (includes work at Concord University and outside commitments). Goal is to keep focus on Concord University needs
- Teacher Education Program Dispositions - criteria discussed and content validity voted upon via rubric
- Programs not meeting HEPC policy (average of 5 graduates) are under review.
 - Programs being sunset: Business 5-Adult, English 5-9, Spanish 5-Adult and Spanish PK-Adult
 - Secondary Education Programs and Early Childhood Special Education under review.
 - Considerations into which programs will be sunset are up for debate, and further inquiries will be made to higher level offices.
 - MAT Program suggested as a way for a secondary content majors to obtain licensure
 - Dr. Reynolds suggested a 3+2 degree program for secondary majors
 - Endorsement in Early Childhood Specialization suggested in place of full program

- Push for programs that lead to an Education degree to be under the control of the Education Department instead of content specialization department.
- Social Studies 5-Adult Program to be used to establish the Secondary Education Methods Block, and for the Department of Education to assume responsibility of Special Methods courses and SPA reports.
 - Goal is to get programs to 120 hours, determine what courses are needed to meet state standards, and for students to successfully complete Praxis Content Examinations.
 - Methods courses will change to EDUC414 and become part of the Secondary Education Core Course
 - Proposal includes removing and/or combining courses, along with substitution of courses
 - Dr. Reynolds motioned to approve Social Studies Methods Block program changes. Dr. Mullins seconded the motion. 8 faculty members vote to approve the program changes

Department of Education
September 29, 2017
Minutes

Attendance: Kathryn Liptak, Rick Druggish, Anita Reynolds, Lethea Smith, Willy Williams, Michael Bean, Diane Grych, Kathy Hawks, Andrea Campbell, Kathryn Tucker, and Nancy Burton, Robin White.

Rick called the meeting to order and asked for any updates of the minutes from the September 27, 2017 meeting. No changes were made and the minutes were approved.

Updates and Reminders:

- Wednesday, October 4 – mid-summer reports due for graduate students with grade of D or F
- Thursday, October 5 and 6 – fall break
- Thursday, October 12 – Department meeting 12:30 – 2:00
- Monday, October 23- Friday, October 27 – volunteers to go to Beckley for advising
- Wednesday, November 1 – Program Assessments due

New Business:

- Handouts of CAEP Standards
- Three cycles of data start as of spring 2018
- Follow up for surveys
- Dr. Liptak spoke about the CAEP conference in Washington D.C. many changes are being made. More data and more reporting are being required. Standards 1,3,4,5 have some changes. Elementary SPA reports will be recognized by CAEP, but will not be nationally recognized. Also there will be more accountability from 2014 and into the future. Capstone courses, EDEL 560 , SPED 560 and RDNG 560 need to examine rubrics for common focus.
- Spoke about getting message to the students about Praxis II content, also reporting, if they are coming into program for school leadership they need to be in school leadership if not, report why. There is issue with standard 3: Candidate Quality and Selectivity we are looking to Jamie Ealey to share plans in addition to self-study and meeting goals.
- CAEP is also raising the cut scores for tests required. At the present cut scores are 168.06 in reading, 162.14 in math, and 165.0 in writing. Students will likely not make it if they follow through with this. Dr. Liptak encouraged meeting attendees to go on-line and add comments in appropriate section. State has now adopted SAT scores and checking GRE as part of accreditation process.
- There are three areas of introduction and planning along with how to retain and track students. Students are also going to be required to do ethical disposition in order to be an educator. ETS has created a program called “ProEthica”, the students will have to register and pay fee of \$50.00 or more. This will be in addition to the disposition assessment and grit scale survey that they currently take. The scores for ProEthica will be given a range. You can go to ETS – Home under tests and products for videos and more information.
- Dr. Liptak stated we are a CAEP state and we will have to comply with these regulations in order to keep our accreditation. We will need to identify some tools to use in order to gather data on our graduates, reference to Standard 4, Program Impact. We need to contact other schools that already have put this into place and use techniques to model after. Two schools mentioned for this is University of Charleston and Randolph Macon. Data and paper work will have to be submitted in spring 2019 for CAEP visit in 2020.

- Standard 5 will be needed to insure to CAEP that we use our data to improve the program. It is most like a Quality Assurance System. Dr. Liptak stated that this fall will be a busy time for us all with the preparation of getting all that is needed for CAEP. Dr. Hawks made suggestion of identifying students entering into their student teaching and find an incentive for following them for data purposes. Also Dr. Williams suggested setting aside lab fees that could be used to pay for the ProEthica for students who help in the data part of what we are needing.
- Dr. Druggish has been approached by Jack Sheffler about the Art 5-adult program that has no graduates in the program. He has suggested to sunset this program. Motion to dispose of Art 5-Adult, Dr. Tucker 2nd that motion. All in favor – 9, Apposed – 1.
- Dr. Tucker and Dr. Burton discussed the free standing special education program that they have been working on since spring of 2016. They have made change of course to EDSP which will be easily found near the EDUC and EDEL classes in the course available list. They both talked of the hours changed and hours required. Program has 119-123 hours (discussion required with Dr. Druggish). It is a revised program and not a new program. It will need to go to Charleston in January 2018. Andrea Campbell set the motion of Special Education Program, Dr. Burton mentioned it had the highest need in the state. Dr. Druggish 2nd that motion. All in favor – 9.
- Handout given for adjunct faculty evaluation form, it needs updated. Everyone please look at form and bring opinions to the table. Also needed is an adjunct handbook.
- Reminders to instructors to have portfolios in on specific date in order for review of tenures and promotions.
- Dr. Tucker is on the Executive Board, MC Career Connections – WV Adult Education. They will be providing tutoring for the Praxis Test, please pass this information along to students, Cheryl Watkins 304-425-7953 is the contact person. This tutoring is free and can also be accessed by students in the state of Virginia.
- Dr. Druggish had 2 updates that he shared with Dr. Boggess's Office, Dr. Nancy Burton has published a text book. Also shared that the Reading Camp has been successful for 10 years or more. Dr. Druggish has to share a least two updates per month with Dr. Boggess, everyone was encouraged to share their knowledge.

Meeting adjourned.

Department of Education
October 12, 2017
Minutes

Call to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Diane Grych, Terry Mullins, Kathryn Tucker, William Williams

Announcements:

- Approval of the September 29, 2017 minutes will be postponed until the October 27, 2017 meeting
- Academic Council would like faculty participation at Homecoming events, specifically at the President's House.
- Kathryn Tucker will be taking Richard Druggish's place at the October 19, 2017 Academic Council meeting.
- Dr. Boggess' presentation regarding NCHEMS (National Center for Higher Education Management Systems)
 - Organization looks at higher education future with regards to smaller institutions and their impact on the workforce.
 - Looks for ways to get students from out-of-state.
 - Looks at more appealing programs such as Associate Degrees or certificate programs.
- Dual credit possibility with Mercer County discussed with Dr. Akers. Pikeview High is willing to bus students to Concord University's Athens, WV campus to receive dual credits in primarily General Education coursework
- Emeritus Status recommended for Santina St. John and Hugh Campbell. Terry Mullins moved to have Richard Druggish write a letter of recommendation for Santina St. John and Hugh Campbell. Nancy Burton seconded the motion. All in attendance in favor.
- Story-time will be held in the Library every Wednesday for 4 weeks beginning October 25th at 9:30am.

Updates and Reminders:

- October 16th – 23rd : Concord University advising. If you plan to meet with students individually put a sign-up sheet on your office door. Notify students by email of this option.
- October 18th, 19th and 26th : Department of Education group advising 9am-3pm Marsh Hall 139
- October 23rd – 27th : Beckley advising. The following faculty will be in attendance:
 - October 19th : Nancy Burton
 - October 23rd : Kathryn Tucker, Lethea Smith
 - October 24th : Nancy Burton
 - October 25th : Richard Druggish
- October 31, 2017 : Teacher Education Program Portfolio Reviews are due from faculty
- November 1, 2017 : Program Assessment Reports are due
- November 3, 2017 : Students TPAs are due
- November 17, 2017 : TPA grades due from faculty. Each faculty member will review 2 TPAs.
- November 11th – 17th : Transfer and Re-Admit student advising. Volunteers are needed to meet individually with students. Please let the Registrar's Office know your available times.
- November 29th – December 3rd : PDS State Conference in Flatwoods, WV.
- There will be no Blackboard access on November 18th (Saturday before Thanksgiving)

New Business:

- Marketing options discussed included taking applications to local and regional high schools, and having a fast turnaround on acceptance letters in order to compete with other state institutions. Slow rate of acceptance was discussed.
- Fall 2017 Teacher Education Program applicants discussed.
 - 38 applicants to date
 - Discussion of possibly allowing students to apply while in EDUC 210
 - Low Overall GPA issue discussed. Faculty advised to talk to students/advises on how to improve grades or retake courses.
 - Portfolio Reviews are due October 31, 2017
 - Faculty review pairs assigned: Nancy Burton/Michael Bean, Terry Mullins/Anita Reynolds, Kathryn Tucker/William Williams, Kathy Hawks/Lethea Smith, Andrea Campbell/Diane Grych.
- Stand-alone Special Education Program updates discussed.
 - The updated program addressed faculty numbers, course overlaps, course substitutions, and hours reduction.
 - Special Education reading courses substituted with EDUC 307 and EDUC 309
 - Special Education Block will match Elementary Block course numbers. They will be 400 level courses.
 - Field Experiences will span K-12 grades, which will be unique to Concord University
 - Discussed partnering with Bluefield State to teach Special Education courses to their students on Concord University Campus
 - EDUC310 vs. EDSP350 discussed, and its impact on EPAT
 - Kathryn Tucker moved to accept the new updates to the stand-alone Special Education Program. Lethea Smith seconded the motion. All in attendance accepted.
 - Minutes from this semester in which the stand-alone Special Education Program was discussed must be presented to the Academic Council
- Plagiarism concern discussed regarding two students who are enrolled in EDUC210 and EDUC306. Meetings will be held with each student. The student in EDUC210 will be required to re-write the assignment. The student in EDUC306 will meet with Richard Druggish, William Williams, and Kathy Tucker regarding further action. Proposed action to be taken included suspending program acceptance or suspending spring 2018 course registration until the issue is remedied.
- Online Evaluations: Technology is working on this system. Submissions will remain anonymous to faculty members. Previous evaluations can still be accessed through the Department Offices.
- Beginning Spring 2018 there will be 24/7 Blackboard technology support that is partially funded through grants.
- The Presidential Provost Scholarship is re-instated.
- Any proposed changes to the faculty handbook will be discussed during the November Faculty Senate meeting
- All faculty members asked to look at the required textbooks for their courses. Check to see if an e-book option is available, or try to limit the number of required books to save students an extra expense.
- The Technology Committee will be comprised of two faculty members from each College. They will rotate each year.
- The Library Committee was dissolved.

Department of Education
November 9, 2017
Minutes

Call to order by Richard Druggish

In Attendance: Michael Bean, Andrea Campbell, Richard Druggish, Diane Grych, Terry Mullins, Anita Reynolds, Lethea Smith, Kathryn Tucker, William Williams

Announcements:

- Dr. Nancy Burton appointed as the Department of Education representative for the College of Professional Studies Personnel Committee
- September 29, 2017 and October 12, 2017 Department of Education minutes approved
- Online evaluations are being worked on, and will be released to students after Thanksgiving break. Evaluations will be done in the online format for face-to-face and online courses. Dr. Druggish recommended having face-to-face courses go to computer lab during class time to ensure evaluations are completed.

Updates and Reminders:

- November 11th – 17th, 2017: Transfer and Re-Admit student advising. Volunteers are needed to meet individually with students. Please let the Registrar's Office know your available times.
- November 17, 2017: TPA grades due from faculty. Do not "Save and Submit" until this day, ensuring students receive their grades at the same time.
- November 28, 2017: PDS Luncheon with our PDS partnership schools
- November 29th – December 3rd 2017: PDS State Conference in Flatwoods, WV.
- December 1, 2017: Department of Education meeting 9:00am-3:00pm. This will serve as the final meeting of the semester, and a review/recap of previous meetings and business
- December 4th -8th, 2017: Finals week. Finals schedule must be followed.
- Portfolios for tenure track and promotions due at the following times:
 - Due to Personnel Committee: 1/15/18
 - Due to Dr. Richard Druggish 1/26/18 after review from Personnel Committee
 - Due to Dr. Kathryn Liptak 2/2/18 after review from Dr. Druggish & Personnel Committee

New Business:

- Changes in Blackboard were discussed. Dr. Liptak attended to provide clarification on changes.
 - A standard template has been developed for all courses beginning Spring 2018.
 - Instructors will be able to copy content from a previous semester, but it may not end up in the desired area due to the new template. Instructors will need to re-arrange content as needed.
 - Changes include a "hide" feature, how-to videos for students, a resources section and a tools section.
 - Instructors are encouraged to include a welcome video
 - Goals and objectives must match assessments, and include appropriate levels of learning

- Dr. Druggish discussed the Residency Model used by other institutions with regard to student teaching. Other schools are having students be in a classroom all day for 4 days the semester prior to student teaching, then be in the classroom all day for 4 days during student teaching. The fifth day during these times is used for seminars and class time. This model stresses co-teaching.
- Changes to the Elementary K-6 program were discussed.
 - The changes accomplish necessary goals, allowing for certain aspects of Policy 5100 to be waived.
 - Courses are grouped by ACEI standards to ensure the new program meets the necessary standards
 - Child/Adolescent Development (EDUC265) replaces Developmentally Appropriate Proactive (EDUC304)
 - Reading, Writing and Oral Language changes include adding Reading in the Early Years K-2 (EDUC308) and Reading in the Intermediate Grades 3-6 (EDUC309). They also include changing EDUC307 to include Writing Across the Curriculum, and EDUC311 to Understanding Reading Problems. The 15 hours of Reading, Writing and Oral Language (including course from methods block) will allow students to apply for a reading endorsement on their license.
 - Math Concepts for Teachers (EDUC260) added in place of a MATH101+ course
 - Science now includes BIOL101, GEOG200 and GEOL101 or PSCH104
 - Social Studies now includes GEOG101, HIST203, HIST204 and POSC104. HIST101/102 and HIST307 were removed in order to accommodate courses that would better prepare Elementary K-6 majors for Praxis exams and teaching in the field.
 - Social Studies Methods and Science Methods are combined into 1 course
- InTASC standards discussed. Faculty to look over standards, and align the Professional Education Core and Methods courses to the cross-cutting standards. Take a look at all courses to ensure these are being met throughout our program. These will be discussed further at the 12/1/17 meeting
- APC overload pay discussed. What is considered overload is at the discretion of the Department Chair. How Department Chairs determine overloads are different across campus, but consistency is being looked at.
- There will be no Beckley, WV Methods Block
- 5 students will be needed to keep a Graduate Program course. 8 or 10 students will be needed to keep an undergraduate course
- Students now have access to additional e-books at the library. There are no check-out limits or return dates.
- A copy of all current textbooks on reserve in the library is possible and is being discussed
- Dr. Bean met with Dr. Akers, Mercer County Superintendent, regarding our Educational Leadership and Supervision program. Improvements and suggestions regarding the law and financial aspect of the program were addressed
- Policy 2510 will be affecting the public schools in WV. Changes include reducing the number of credit hours required to graduation from 24 to 21, changing the grading scale, and having students take the SAT exam instead of the ACT exam due to it being free for students.
- Faculty Development funds are almost gone. Presentations will take precedence over just attendance.

Department of Education
January 18, 2018
Minutes

Call to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Diane Grych, Kathy Hawks, Terry Mullins, Anita Reynolds, Thea Smith, Kathryn Tucker, William Williams

Announcements:

- Approval of the December 1, 2017 minutes
- Friday, January 26- Last day for students to add classes
- Friday, January 26- Summer and Fall course schedules due to Rick Druggish and Kathy Liptak
- Wednesday, January 31, KnowBe4 Security Awareness Training

New Business:

- Discussion on the Admission to Teacher Education Portfolio and Dispositions-
 - Discussion on the most effective tool to evaluate dispositions
- Faculty reviewed the CPAST rubric for possible use in our program
 - Discussion was held regarding the reliability and validity requirements for the instrument we use vs. the CPAST
 - After a lengthy discussion, the consensus was to use the disposition created in Fall 2017 by Education Faculty, understanding that more work will need to be completed on the reliability factor of the instrument.
- CAEP visit will be Spring 2020- data collection is currently ongoing
- We are looking for ways to provide background checks for students in early field placements
- Discussion was held on the most effective and beneficial method of meeting CAEP Standard 4.
 - Faculty compared the case study method to the TWS method.
 - Faculty discussed the pros and cons of both methods
 - Consensus was to use the case study method for collecting data for CAEP Standard 4.
- SPA Reports are being revised and data is being collected.

Meeting was adjourned.

Department of Education

February 9, 2018

Minutes

Meeting called to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Diane Grych, Kathy Hawks, Anita Reynolds, Lethea Smith, Kathy Tucker

Announcements

- January 18, 2018 minutes were approved
- Dr. Diane Grych will be retiring at the end of this semester, but will continue to adjunct and work with the ECRB program when needed.
- The next Department of Education meetings will be February 15, 2018 at 2:00pm, and February 23, 2018 at noon
- The stand-alone Special Education Multi-Categorical Program was approved by the Program Review Board
- Agreed to keep Department Personnel Committee within the Department

Updates and Reminders

- February 14, 2018 at 8:00am - Portfolio seminar will be held during EPAT
- February 16, 2018 – Summer and Fall course schedules due
- February 19, 2018 at noon - Portfolio seminar will be held for those students not in EPAT
- March 1, 2018 - Non-Tenure track letters due to Richard Druggish
- March 9, 2018 – Teacher Education Portfolios due
- March 16, 2018 - PACs from individual faculty members due
 - Goes to Department Personnel → College of Professional Studies (COPS) Personnel Committee (Dr. Nancy Burton the Department of Education rep.)→Department Chair→COPS Dean→Provost
- March 19, 2018 – April 4, 2018 - Advising for the Summer 2018 and Fall 2018 semester
 - Department of Education Group Advising: 3/22, 3/36, 3/28 9:00am-3:00pm in Marsh Hall Rm139
 - Faculty can meet with their advisees individually as well

New Business

- Summer and Fall course schedules discussed
 - Graduate Program: Issues regarding options for students who need to take courses both terms were addressed. At least one Core course needs to be moved to 2nd Summer Term For example: there are no EDEL courses being offered 2nd Summer Term
 - Beckley Block likely in the Fall
- Graduate Program recruiting discussed
 - Mercer County started a co-hort with Marshall University for Masters Reading Specialist
 - Jamie Elley will be coming to collaborate on Graduate Program
- Dispositions discussed
 - 10 focused dispositions approved
 - Rubric and points of collection discussed. Richard Druggish motioned to approve, Kathy Hawks 2nd, Nancy Burton moved to table until next meeting.
 - Validity is fine, but need to look at reliability. VCU rubric of dispositions used to base our reliability.
 - Possible points of collection:
 - At Admission – Program Faculty (EDUC210 & SPED303 faculty complete)
 - At Student Teaching – Clinical Faculty (mentor teacher & university supervisor complete)
 - At Block – Program Faculty & Cooperating Teacher complete
- Early Childhood Special Education Program – discussed how the program was presented to students during advising, and the future of the program. Discussed possibly combining ECSE with the stand-alone SPED Multi-Categorical program.
 - ECSE won't be recognized by because there will be no students
 - How do we bring bag a dormant program?
 - Discussed co-teaching multiple levels within one course so students could specialize. (i.e. Andrea Campbell teaches PK, Kathy Tucker teaches K-6, Nancy Burton teaches 5-Adult). Faculty would split the hours for payroll purposes
 - Discussed keeping the General Science Program, and setting it up so students could specialize in Biology, Chemistry, etc.

Department of Education
February 15, 2018
Minutes

Meeting called to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Kathy Hawks, Terry Mullins, Anita Reynolds, Lethea Smith, Kathy Tucker, Willy Williams

Announcements

- Minutes from February 9, 2018 were approved following changes
- Students have concerns regarding the new Teacher Education Program portfolio requirements
- If teachers in the public schools strike, field experience hours will be adjusted accordingly

Updates and Reminders

- February 16, 2018: Summer and Fall 2018 course schedules due
- February 19, 2018 at noon: Portfolio seminar
- February 20, 2018 at 12:30pm: Portfolio seminar that will be video conferenced with Beckley
- February 23, 2018: Department meeting at noon
- March 1, 2018: non-tenure track letters due to Richard Druggish
- March 9, 2018: Teacher Education Portfolios are due
- March 16, 2018: PASs from individual faculty members due
- March 21, 2018: Names for “Outstanding Student” due for Honors Banquet. Will go over names at next Department of Education meeting
- March 19, 2018-April 4, 2018: Academic advising for Summer and Fall 2018
 - Department of Education Drop-In advising: 3/22, 3/26, 3/28 9:00am-3:00pm in Marsh Hall 139
 - Faculty can meet with their advisees individually as well
- March 26, 2018: Denuzzio Award names due

New Business

- Fall 2018 Undergraduate and Graduate Program course schedules discussed and reviewed.
 - Richard Druggish discussed the possibility of separate EDUC306 sections for elementary and secondary majors due to the secondary methods block
 - SOSC414 will be taught by the Department of Education again
 - Possibility of offering EDSP265 in Beckley through the Department of Psychology
 - SPED518 needs to be made a summer only offering beginning Summer 2019
 - Richard Druggish asked faculty to come up with a Graduate Professional Core course rotation plan that would offer each course 2 out of 3 semesters, and bring to the next Department of Education meeting. This rotation will go into effect Spring 2019.
 - The need to enforce Graduate Program course caps was discussed
- Assessment points for Dispositions reviewed and discussed. Approval tabled until next meeting
 - Reasons for data collection were discussed. If there is an issue with a Disposition Assessment then a plan of improvement and an interview would be developed and conducted
 - 2 versus 3 points of data collection discussed
 - Agreed to 3 points, but actual points are tabled until next Department of Education meeting
 - Richard Druggish will work on a rubric and plan of improvement

- Elementary K-6 program updates discussed and reviewed. Approval tabled until next meeting.
 - Elementary Methods Block changes: EDSP415 (previously SPED309) will be moved out of the Elementary Methods Block to the Pro. Ed. Component, EDUC416 “Assessment and the Data Informed Student” will be added, Elementary Science and Social Studies Methods were combined into one course, EDUC311 was re-named to “Understanding Reading Programs” and moved from the Methods Block to the Content Component. The new block won’t start until Spring 2019 at the earliest
 - Reading Language Arts Content Component changes: EDUC308 “Reading in the Early Grades K-2” was added to program, EDUC309 renamed “Reading in the Intermediate Grades 3-6,” EDUC307 was renamed “Language Arts & Writing Across the Curriculum.”
 - Content area changes: content courses (ART200, MUS204 and PED401) will sub for general studies Art and PE courses, “Math for Elementary Teachers” will be added (co-teaching this course with the Math Department discussed), students will choose 2 electives (one from STEM list, one from Social/Behavioral Science list).
 - According to Robert Hagerman, if a program makes changes to move towards a residency model a full program review is not needed
 - New Elementary K-6 Program will be available for new students entering CU Fall 2018, or who would like to switch catalogs that do not plan on taking the Elementary Methods Block until Spring 2019
 - 15 hours of Reading Language Arts coursework will allow students to get a reading endorsement
- Academic Dishonesty issue addressed regarding falsified Praxis Core scores. It is the unanimous consensus of the Department of Education to remove this student from the Teacher Education Program. It was also recommended this student’s case be brought to the Academic Dishonesty Committee
- Early Childhood Special Education Minor presented by Andrea Campbell. Kathy Hawks motioned to accept the Early Child Special Education Minor, Terry Mullins seconded. Department of Education voted unanimous approval.
 - Minor can be attached to any program at Concord University, and would be a non-degree minor in ECSE
 - Students already enrolled in the Stand-Alone Special Education Program would only need to take an additional 6 hours (2 courses)
 - Goal would be to prepare students to pass the preschool special needs Praxis exam
 - Concord University wouldn’t be recommending students for licensure, but the Praxis Exam that is sent to the state would be used to determine the endorsement. This means no SPA would be needed, similar to how the Autism Endorsement in the M.Ed. SPED program works
 - Minor will now be taken to the College Chairs Committee, then to the Academic Council
- Other updates and news:
 - Kathy Tucker and Willy Williams are working on an “Oh, The Places You’ll Go!” in Education board for the Department of Education. It will display all of the locations faculty members have taught to demonstrate to students that a degree in education can get them a job anywhere.
 - Michael Bean joined the WV Board/Advisory Council for Principals
 - Business and Education have submitted letters for non-tenure track faculty
 - Assessment Committee will receive matrix of courses taught
 - Faculty Executive Board meeting: concerns about student expression, a university vision and how to raise publicity discussed
 - Concerns regarding new faculty policies were discussed

Meeting adjourned.

Department of Education
February 23, 2018
Minutes

Meeting called to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Diane Grych, Kathy Hawks, Terry Mullins, Anita Reynolds, Lethea Smith, Kathy Tucker, William Williams

Announcements

- Minutes from 2/15/18 were approved
- Anita Reynolds and Terry Mullins had a chapter published in an E-Book
- William Williams presented at EERA conference in Clearwater, FL 2/7/18-2/10/18
- Michael Bean and Anita Reynolds have an upcoming presentation at the AABHE conference in New Orleans, LA 3/25/18-3/28/18
- Discussion of “Outstanding Student” Award recipients pushed to the next Department of Education meeting.

Updates and Reminders

- 2/28/2018 – Founders Day Ceremony. Faculty are expected to attend, but if you can’t please notify Richard Druggish, Kathy Liptak or the Provost.
- 3/1/2018 – Non-tenure track letters due to Richard Druggish
- 3/2/2018 – Any questions about CAEP and SPAs due to Robert Hagerman
- 3/3/2018 – President’s Ball
- 3/9/2018 – Teacher Education Program applications and portfolios due
- 3/16/2018 – PAS from individual faculty members due to Richard Druggish & Kim Nichols
- 3/21/2018 – Honors Banquet “Outstanding Student” names due
- 3/26/2018 – DeNuzzo Award names due
- 3/19/2018-4/4/2018 – Academic Advising for Summers and Fall 2018
 - Department of Education Drop-In Advising: 3/22, 3/26, 3/28 9:00am-3:00pm in Marsh Hall 139
 - Department of Education Beckley Advising on 3/20/2018: Kathy Tucker 12-3pm, Nancy Burton 9am-2pm, Lethea Smith 12-3pm
 - Faculty can meet with their advisees individually as well

New Business

- **Jamie Ealey** (VP of Enrollment Management) attended the meeting to discuss education recruitment at the Graduate and Undergraduate levels, as well as program promotion through the Admissions Office
 - There is no current promotion/recruitment happening for Graduate Programs from Admissions Office
 - We can use the University’s Customer Resource Management system, SLATE, to contact students that are interested in an education program. We can target specific students (current, incoming and alumni), and can tailor a message to them. This will cost nothing and can be done immediately!
 - Buy Google Ad Words to target potential students in states that have a teacher shortage. You purchase specific words that potential students would google, and the more we pay for a word, the higher our department will appear in Google search results. Can do the same thing through Facebook.
 - Waive the application fee for the Graduate Program
 - Need to use personal contact such as phone calls, not just emails
- **Academic Dishonesty Issue** discussed. Student would not admit to wrong doing. She withdrew from the Elementary Methods Block, and would like to return to the program in the Fall pending passing Praxis Core Math exam. Faculty upheld removal from program decision from previous meeting. Richard Druggish will discuss with HR to determine if the evidence is enough to warrant removal from the Teacher Education Program.
- **Teacher Education Program** portfolio concerns discussed. If a student wishes to use the old portfolio requirements they are required to submit a hard copy to Richard Druggish. Portfolios are all to be approved unless there is a substantial issue. The deadline for portfolio submission can be extended to 3/16/18 if the student is in need due to the late release of updated requirements.

- **Summer and Fall 2018 Course Schedules discussed**

- Elementary Block will be Athens only, unless a need for Beckley arises based upon enrollment
- Courses need to be displayed as having 2.5 hours per week on the official schedule, but they may not actually meet face to face that often.
- Undergraduate schedule was approved

- **Elementary K-6 program updates discussed**

- Students need to follow the new 4 year plan
- New course numbers approved
- The new program applies to new students entering Concord University in Summer 2018, and those that are still early enough in the program to switch catalogs
- Will phase in the new courses and block while still doing the old ones during Fall 2018 and Spring 2019
- The new block will be offered as early as Spring 2019
- Catalog Change for new EDUC307 and new EDUC309 for course titles and course descriptions. Old EDUC309 will be changed to EDUC 315.
- Kathy Hawks motioned to accept the new Elementary K-6 Program and Four Year Plan. Anita Reynolds seconded. Unanimous approval.
- 3/20/18 College of Professional Studies Elementary K-6 and Special Education Program review, 3/22 Academic Council Review, 4/14 State Board review

- **Secondary Programs discussed.** Changes go into effect in the Fall 2018 catalog (doesn't necessarily mean courses will be offered Fall 2018)

- Art 5-Adult, Art PreK-Adult, Biology 9-Adult, Chemistry 9-Adult, Business 5-Adult and Early Childhood SPED, Math 5-9, General Science 5-9, and English 5-9 BS ED Programs are now dormant. Early Childhood SPED is now a minor. All other dormant programs listed above are encouraged to complete a BS or BA degree in the appropriate content, then complete the MAT Program for licensure.
- SPED 309 will still be listed on the Fall 2018 course offerings
- EDUC 306 is no longer in the Secondary Methods Block
- EDUC 410 Secondary Content Methods – each content area will have a different 3 hour section, or the course could possibly be divided into 2 separate courses consisting of a 2 hour base course and a 1 hour content specific course to utilize co-teaching
- General Science 5-Adult changes/recommendations: Biology, Chemistry, Geology and Physics each need at least 2 semesters of each content, and 2 math courses. BIOL455, the science elective, and Trigonometry removed from program. Three methods courses combined into the EDUC410 Secondary Content Methods course
- Social Studies 5-Adult changes/recommendations: HIST201, Philosophy course, and 1 Economics course removed from program.
- Programs still under review: According to the state, Physical Education and Health Education can now be one program – Physical Wellness. Due to this change, these programs are still under review. English 5-Adult program is also still under review
- Secondary Methods Block will consist of EDUC 410 Secondary Content Methods, EDUC 416 Assessment and the Data Informed Teacher, EDUC 418 Content Area Reading, and EDSP 415 Co-Teaching, Collaboration and Consultation for Inclusion
- Nancy Burton motioned to approve the proposed changes and recommendations to the General Science 5-Adult and Social Studies 5-Adult Programs. Kathy Hawks seconded. Unanimous approval.

- **TEAC updates discussed.**

- Beginning 7/1/18 student teacher mentors must have 5 years of teaching experience, completed E-Learning training from WVDE or have a Master Mentor Certification through the state or be a National Board Certified Teacher, and have obtained “Accomplished” the last 2 years.
- State working on new MOU template to standardize throughout the state for all universities
- Robert Hagerman asked institutions to standardize evaluations across the state, wants to meet with those institutions using the Residency Model to be in a pilot program, and asked institutions that have questions about CAEP and SPAs to provide them to him by 3/2/2018.

- Course matrix needs to be submitted to Kathy Liptak ASAP

- Department of Literature trying to add an additional General Studies course requirement

Department of Education
March 8, 2018
Minutes

Meeting called to order by Richard Druggish

In Attendance: Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Diane Grych, Terry Mullins, Lethea Smith, Kathy Tucker, William Williams

Announcements

- 2/23/18 minutes were approved
- 3/14/18 Special Education Program on State BOE Agenda for approval
- Dr. Burton & Dr. Grych received the Presidential Excellence Award at the Founders Day Ceremony

Updates and Reminders

- 3/16/2018 – PAS from individual faculty members due to Richard Druggish & Kim Nichols
- 3/19/2018 – Teacher Education Program applications and portfolios due (deadline extended from 3/9/18)
- 3/21/2018 – Honors Banquet
- 3/26/2018 – DeNuzzo Award names & recommendation letters due
- 3/19/2018-4/4/2018 – Academic Advising for Summers and Fall 2018
 - Department of Education Drop-In Advising: 3/22, 3/26, 3/28 9:00am-3:00pm in Marsh Hall 139
 - Department of Education Beckley Advising on 3/20/2018: Kathy Tucker 12-3pm, Nancy Burton 9am-2pm, Lethea Smith 12-3pm
 - Faculty can meet with their advisees individually as well
- 3/29/2018 – Department of Education meeting at 2:00pm
- 4/9/2018-4/13/18 – Transfer and Re-Admit advising. Email Andrea Tabor dates and times you are willing to help, and she will set up the appointments for you.

New Business

- **Outstanding Student Award Nominations:** Melanie Meachum (Elementary), Kaitlyn Watts (Elementary), Elizabeth Alley (Secondary), Casey Mandeville (Secondary)
- **DeNuzzo Award Nomination:** Elizabeth Alley (Secondary). She will need 2 letters of recommendation. Dr. Burton and Dr. Tucker volunteered to write
- **Academic Advising:**
 - Special Education Advising: Please refer all potential/new special education majors to Dr. Burton, Dr. Tucker or Dr. Campbell for advising to ensure they are on the right track.
 - Secondary Education Advising: Try to make sure all Secondary Block courses are taken concurrently whenever possible. This is only for Social Studies, General Science, and English. Please refer them to Dr. Druggish to ensure that they are on the right track, and so we can establish a Secondary Block listing.
 - New Elementary K-6, General Science and Social Studies 5-Adult Programs can be used during advising
- **Completer Case Studies for Standard 4:**
 - CAEP requires follow-up case studies of graduates at undergrad and graduate levels
 - Can include plans with progress steps as evidence for standards if site visit is no later than Spring 2020, which we qualify for.
 - Can use Spring 2018 as a pilot study, and use Fall 2017 and Spring 2019 as hard data
 - Component 4.1 types of evidence and plan discussed.

- Identify Spring 2017 or earlier graduates within elementary, secondary, MAT and MED fields to participate in case study
- Possibly do graduate tuition waiver to entice students or partner with county PDS
- Possible case studies: Sarah Woody year long school system (elementary), Debbie Fisher & Rhonda Thomas (MED). Secondary and MAT still up for nominations
- Student will need to provide contextual factors, plan a unit (can use one that is already in place), be observed by a Concord University professor, and provide the Department of Education with pre and post test data. Professors will need to interview principals and do a followup survey as part of the observation process, and provide comments based upon WV Professional Teaching Standards
- 4.2-4.4 requirements are being met by instruments that we already use

- **Disposition Assessment:**

- 2 points of collection were established:
 - 1) Admission to Teacher Education – done in EDUC210 or SPED303, or EPAT if transfer student
 - 2) Admission to Student Teaching – done during block
- Will be added as an assignment via LiveText, and professor completes for only specific students (randomly assigned based upon rosters, and previous submissions)
- Can do a disposition assessment in any course if professor feels it's needed for a plan of improvement
- Need to address/analyze the data collected
- 3 categories comprised of 10 dispositions

- **Committee Reports:** Starting Fall 2018 all midterm grades need to be reported, not just D/F

- **Praxis Workshops:** Three 1 hour special topics courses for Praxis Core Math & Writing will be available Fall 2018. There will be 2 courses for math, and 1 course for writing.

Department of Education
March 29, 2018
Minutes

Meeting called to order by Richard Druggish

In Attendance: Andrea Campbell, Richard Druggish, Diane Grych, Kathy Hawks, Terry Mullins, Lethea Smith, Kathy Tucker, William Williams

Announcements

- March 8, 2018 minutes approved
- April 20 – Department of Education meeting at noon
- Updated General Science 5-Adult and Social Studies 5-Adult programs were approved through the Academic Council.
- Stand-Alone Special Education catalog changes were approved through the Academic Council
- Elementary K-6 program changes were presented to the Academic Council, but were tabled primarily to gain input from departments. The main discussion point was the plan for ART200, MUS204 and PED401 being used towards General Education credits.

Updates and Reminders

- March 30 – Last day for dropping courses with a “W”
- April 6 – Teacher Education Program portfolio reviews due via LiveText
- April 12 – Professor of the Year Awards Reception and Dinner
- April 15 – WVTPA Rubrics submitted via LiveText
- April 15-April 17 – HLC Team will be on campus.
 - April 15 – Arriving Sunday evening, and will be completing a campus tour
 - April 16 – will be on campus from approximately 7:45am-5:00pm
 - April 17 – will be on campus from approximately 7:45am-noon
- April 20 – Honors Banquet
- April 21 – New Student Orientation
- April 30-May 1 – PDS State Meeting

New Business

1. HLC Presentation by Dr. Cheryl Barnes and Dr. Kathy Liptak

- 4 HLC Team members will be on campus April 15, 2018-April 17, 2018. A schedule of meetings/events will be released a few days prior to the visit. There will be open meetings, as well as drop-in sessions for students, faculty and staff to provide comments and feedback on April 16, 2018. Everybody is encouraged to attend the open meetings to voice opinions of improvements.
- All sections have been uploaded to the portal. These include the Federal Compliance section, the Assurance Argument, and the Student Opinion Survey. In order to meet certain Federal Compliance requirements a new Consumer Information webpage was created, as well as a student complaint form.
- The Assurance Argument consisted of 5 criterion that all must be met. Long-Term and Short-Term plans had to be established for every area in the university.
 - **Criterion 1: Mission/Vision** – guides everything we do at Concord. We had to fill in the “gaps” by revising the mission that was established in 2015.
 - **Criterion 2: Ethics & Integrity** – HEPC sets most of the policy and procedure guidelines for programs and the BOG. Students and Faculty are protected through handbooks, hiring processes, and tenure policies
 - **Criterion 3: Teaching & Learning** – Do our current programs meet needs of students and community, how do we develop new programs (who, what, how, etc.) and content areas?

- **Criterion 4: Academic Assessment** – Assess academic programs and the general education program. The Quality Initiative Program was established to address General Education, Assessment and Program Review. We needed to align courses to new goals and standards to make sure we addressed the university Mission and Vision. Another area addressed was enrollment management with regards to the decrease in high school graduates, an increase in international students, and the development of the Promise Plus Scholarship that will include a student’s room/board fees. A new Gap Fund was also established for student emergencies that would cause their academic career to suffer.
 - **Criterion 5: Finance & Resources** – Addressed the decline in enrollment, decline in WV residents, loss of funding from state of WV (down to 33% from 50%), pay raise limits and freezes, and votes of no confidence.
- 2. Denuzzo Award Matter** – due to an incorrect letter of recommendation submission deadline, the nomination of Elizabeth Alley was unable to be made. Through Dr. Hawks’ inquiry we learned that any student that qualifies for the Denuzzo Award can be nominated as long as 2 letters of recommendation are provided, meaning any department can nominate as many students as they wish. Discussion of future nomination procedures followed. This included the idea that a list of candidates be presented to faculty members, then they can choose to write letters for any and as many students as they wish without a department vote.
 - 3. Professor of the Year Awards Reception and Dinner** – Concord University has purchased a table for the event. The reception will begin at 6:00pm in Charleston on April 12, 2018. Any faculty member that wishes to attend please let Dr. Druggish know; there are limited seats available.
 - 4. WV TPA** – let Dr. Druggish know of any “unsatisfactory” ratings. Students must submit their TPA by 4/8
 - 5. Academic Council review of programs** – General Studies 5-Adult and Social Studies 5-Adult programs and 4 year plans were approved, and will be available to students as soon as possible. The Elementary K-6 program was presented but tabled due to the Fine Arts and PE components. A solution that was presented for this issue was a third elective for the arts, which would result in the removal of ART 200, MUS204 and PED401 from the Elementary K-6 program (would be added to 3rd elective list), or combining ART200, MUS204 and PED401 into one course or into three 1 credit hour mini courses.
 - 6. Early Childhood Special Education** – this program was unable to be considered a minor since pre-requisites aren’t required for minors. ECSE will need to be a concentration in order for pre-requisites to remain. ECSE 402 and ECSE 403 will be combined into one course (ECSE 321), and will not have a field experience associated with it. Catalog changes will not need to be presented to the Academic Council, but will need to go to the Provost Office for approval. Diane Grych motioned to approve the changes made to the ECSE concentration, Kathy Tucker seconded, unanimous approval.
 - 7. Completer Case Studies** – faculty were asked to review a listing of recent graduates, and choose once from each area (elementary, secondary, MAT, EDEL, RDNG and M.Ed. SPED). William Williams will check with the Human Subjects Review Board regarding case student procedures and reviews.
 - 8. Teach Education Program portfolios** - Alison Conner provided faculty members with sample portfolios that utilized artifacts other than essays. This allowed faculty members to use the new rubric and standards to analyze different forms of artifacts, and come to agreements on ratings/scores.

Department of Education
April 20, 2018
Minutes

Meeting called to order by Richard Druggish

In Attendance: Andrea Campbell, Richard Druggish, Diane Grych, Lethea Smith, William Williams, Michael Bean, Kathy Tucker, Nancy Burton

Announcements

- The following programs are fully approved for Fall 2018: General Science 5-Adult, Social Studies 5-Adult, Special Education Multi-Categorical K-Adult
- Catalog changes for the “Professional Education Core” have been approved by the Academic Council
- Secondary Methods Block will start Spring 2019
- “New” Elementary K-6 program courses will start Spring 2019
- Fraternity vs. Faculty/Staff basketball game – Michael Bean & Willy Williams nominated to play

Updates and Reminders

- April 21 – New Student Orientation
- April 23 – EPAC meeting
- April 24 – Dr. Diane Grych’s retirement reception
- April 30-May 1 – PDS State Meeting
- May 3 – Luncheon for Diane Grych at Sister’s Coffee house in Princeton at 1:00pm
- May 5 – Graduation
- May 9 – Summer Course offerings due
- May 9 – Tentative Department Meeting at 9:00am
- Orientation Schedule: Richard Druggish 6/22 & 6/23, Kathy Tucker 7/13 (tentative), Andrea Campbell 7/28 (tentative), Michael Bean 7/28 (tentative)

New Business

1. Elementary K-6 Program was tabled by the Academic Council pending the following changes:

- GEOG200 isn’t required for Physical Science, but can be used for Elective 1
- ECON201 & BGEN were not considered STEM courses, so they are no longer an option for Elective 1
- CHEM101/111 added to Elective 1
- PSY200 added to Elective 2
- MATH305 “Math for Elementary Teachers” was approved, and will be taught by the Math Department. May end up being co-taught by Math & Education Departments in the future.
- Ideally ART200, MUS204 & PED401 will be taught as a co-hort with each course being 1 credit hour. This would take away the option of a third Elementary Elective List.
 - MUS204 & ART200 proposed as 1 credit hour courses, or students can select one 3 hour art elective
 - PED401 will now be a 1 credit hour course. Mike Miller has agreed to this.

2. Early Childhood Special Education PK-K Concentration

- Approved by Academic Council & will be available to all education majors
- Social Work is considering adding this to their programs.

3. Summer School 2018

- 8 students required for undergraduate summer courses, or will be paid \$500 per student enrolled
- 5 students required for graduate summer courses
- Summer course final offerings are due May 9, 2018

4. Admission to Teacher Education Program reviewed & discussed

- Need to have students provide descriptions of artifacts if they are not submitting an essay
- Discussed making Praxis Core seminars a requirements if a student has more than 2 failed attempts

5. WVTPA scores reviewed & discussed - 3/37 had issues that have not been addressed

- Need to identify strong points in TPA, what needs more work, address how context effects student's lessons, add more depth to video narratives, and break away from classroom teacher's plans.

6. Academic Dishonesty Issue

- Student forged signatures of faculty members for advising, and signed himself inot closed courses.
- Issue has been sent to Rick Dillon, and student will need to appear before the Dishonesty Board. Pending board review, he will need to meet with Dr. Druggish.

7. Dispositions in the Graduate Program

- To be completed during their first core course, in their capstone course and/or student teaching depending on MED vs. MAT program

8. Committee Reports

- Nominative Committee meeting for university officers: Faculty President, Faculty Vice President, Faculty Parliamentarian and Faculty Secretary to be decide