

# Department of Education

August 9, 2018

## Minutes

Meeting called to order by Richard Druggish

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

### Announcements

- Tenured Faculty Evaluations – Rick will send you your evaluation and letters
- Andrea Campbell is looking into a \$60,000 grant to redesign a classroom. This grant will cover everything except flooring.

### Updates and Reminders

- August 17 – Last day for students to add/drop courses without instructor signature
- August 20 Office hours to Chair and Kim Nichols
- August 23 – Department Meeting 2:00-4:00pm
- September 6 – Department Meeting 2:00-4:00pm
- September 7 – Student Teaching Applications for spring 2018 due. Please remind students.
- September 12-15 – CAEP Conference in Washington D.C.
- September 21 – CAEP meeting
- September 28 – Applications for Admission into the Teacher Education Program due. Please remind students. Applications will be submitted electronically as part of the Portfolio in the “Cover Page” section.

### New Business

**1. Committee Memberships – Some may just need a College of Professional Studies representatives instead of a Department representative, but Department representatives were put in committees by acclimation just in case.**

- Faculty Development – William Williams
- CUSAC – Michael Bean (tentative pending consulting)
- Academic Policy Council – Andrea Campbell. Kathy Hawks will serve as proxy when needed.
- Faculty Executive Board – Kathy Tucker
- College Personnel – Nancy Burton (2<sup>nd</sup> tenured faculty member will be determined at next meeting)
- Department Personnel – Anita Reynolds, Nancy Burton, William Williams, Terry Mullins
- Grade Change Committee – Terry Mullins
- Human Subjects Committee – William Williams
- Honors Committee – Kathy Tucker
- McNair Committee – member will be determined at next department meeting
- Technology Committee – member will be determined at next department meeting
- RBA Committee – Andrea Campbell
- University Graduate Council – member will be determined at next department meeting
- Scholarship Committee – Kathy Hawks, Terry Mullins, Anita Reynolds, Lethea Smith
- EPPAC Committees:

	FACULTY	STUDENT
Elementary	Kathy Hawks	TBA
Secondary	Anita Reynolds	TBA
SPED	Nancy Burton	TBA

	FACULTY	STUDENT		FACULTY	STUDENT
Art 5-A	TBA	TBA	Math 5-9	TBA	TBA
Art PK-A	TBA	TBA	Math 5-A	TBA	TBA
Elem. K-6	TBA	TBA	Music PK-A	TBA	TBA
Engl 5-A	TBA	TBA	PE 5-A	TBA	TBA
GenSci 5-9	TBA	TBA	PE PK-A	TBA	TBA
GenSci 5-A	TBA	TBA	SPED MC	TBA	TBA
Health 5-A	TBA	TBA	SS 5-A	TBA	TBA

**2. Video Conference Classroom** – Will be fully available spring 2019. Will be getting a larger screen. Idea of getting wireless keyboard with mouse for each classroom. Will check into getting updated computers

**3. Faculty Concerns - Rick Druggish will bring the following concerns at the next Academic Council meeting on behalf of the Department of Education faculty.**

1. Nepotism, especially in regards to Deans and Department Chairs - Kathy Tucker motioned, Nancy Burton seconded, all in favor
2. Administrative clarification regarding full-time faculty with no service to the community or university. What is the policy and process? What is the protocol for fully online courses, and virtual office hours? Is relocation a factor in this issue? – 7 faculty members in favor, 1 opposed, 1 obtained.

## Department of Education

September 6, 2018

### Minutes

Meeting called to order by Richard Druggish

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

#### **Announcements**

- Minutes from 8-9-18 were approved after changes were addressed
- Social Studies Fair Athens Elementary – student volunteers needed 9/27/18 8:00am-noon. Students should contact Ms. Tieman

#### **Updates and Reminders**

- September 7 – Student Teaching Applications for spring 2018 due. Please remind students.
- September 12-15 – CAEP Conference in Washington D.C.
- September 21 – CAEP meeting
- September 28 – Applications for Admission into the Teacher Education Program due. Please remind students. Applications will be submitted electronically as part of the Portfolio in the “Cover Page” section.
- October 4 – Department Meeting 2:00pm
- October 6 – Homecoming 1:00pm
- October 8 – Mid-Semester grade reports (all grades recorded, not just D or F)
- October 15 – November 2 – Advising for course selection for Spring 2019

#### **New Business**

1. **BOG Meeting** – Dr. Druggish gave a list of activities and presentations including: Kathy Hawks’ Reading Camp, Lethea Smith’s Project Wet, CEC projects, and Willy Williams publication

#### **2. Academic Council**

- Dr. Druggish wasn’t able to attend, but emailed Dr. Visucssi concerns that were stated during the 8/9/18 Department of Education meeting.
  - Nepotism Question: Recusals have been secured from those involved
  - Virtual full-time faculty: There is no policy. Send a request for a policy to APC by Dr. Campbell
- Dr. McKenna is looking to offer more online Humanities and Social Science courses
- Dr. Bean will be forming a CAEP committee comprised of different departments in order to develop a CAEP system
- Music PreK-Adult will be reducing the number of hours for a degree
- Working on developing a Health Science degree, but it will not certify students to teach health

#### **3. Program Changes**

- ART200, MUS204 and PED401 will be offered as 1 hour courses starting Spring 2019 on Tuesdays and Thursdays. Studies will take each course during the same time for a designated amount of time
- Additional sections of elementary content area courses will be offered online and in Beckley
- Math 5-9, Math 5-A, Art PreK-Adult, Art 5-A, Chemistry 9-Adult, Biology 9-Adult, and Mathematics majors will be sunset. Incoming students and those student not currently enrolled in these programs can not declare as a major. Students currently enrolled in these programs will be taught-out, or they have the option to change to a different content area.
- Physical Education PreK-Adult, Physical Education 5-Adult and Health 5-Adult are in the process of being combined into a Wellness Certification.

#### **4. Catalog Changes**

- SPED309 will now be split into 2 separate sections in order to allow for 2 separate syllabi. EDSP409 Strategies for the Inclusive Secondary Classroom will be for secondary majors. EDSP415 Co-Teaching, Collaboration and Consultation for Inclusion will be for Elementary & Special Education majors.
- EDUC560 is now inactive. It was replaced with EDEL560, SPED560 and RDNG 560

#### **5. Schedule of graduate courses:**

- EDUC510 (Sum/Sp) EDUC520 (Sum/Fall) EDUC530 (Sum/Sp) EDUC540 (Sum/Fall)
- EDEL500 (fall) EDEL 550 (fall/sp) EDEL560 (fall/sp) EDEL570 (fall/sp) EDEL580 (sp) EDEL590 (fall)
- RDNG and SPED courses follow their current rotation
- Talked about lowering the course enrollment caps to a maximum of 25, and ensure that pre-requisites are met

6. **Western Governor’s University** – Dr. Campbell expressed concern regarding competition with Western Governor’s University. They are completely online, cheaper than Concord and students can finish within 2.5 years. They have a higher retention rate and enrollment than CU. There are numerous Princeton residents that attend.

#### **7. Committee Reports:**

- Will be a “Spotlight” section on webpage for faculty, candidates, alumni and graduates
- Submit travel for Faculty Development approval ASAP to ensure you receive funding.

**Department of Education**  
**September 21, 2018**  
**Minutes**

Meeting called to order by Richard Druggish

**In Attendance:** Michael Bean, Nancy Burton, Andrea Campbell, Richard Druggish, Kathy Hawks, Lethea Smith, Kathy Tucker, Willy Williams

**Announcements**

- Dr. Tucker will be presenting at the CEC conference October 4, 2018

**Updates and Reminders**

- September 28 – Applications for Admission into the Teacher Education Program due. Please remind students. Applications will be submitted electronically as part of the Portfolio in the “Cover Page” section.
- October 4 – Department Meeting 2:00pm
- October 6 – Homecoming 1:00pm
- October 8 – Mid-Semester grade reports (all grades recorded, not just D or F)
- October 15 – November 2 – Advising for course selection for Spring 2019
  - Students have the option to go to drop-in advising or meet individually with their advisor
  - Drop-In Advising 9am-3pm: 10/17, 10/23, 10/25
  - Beckley Advising: 10/22-10/26. Dr. Burton will be there 10/25
- October 29 - November 11 – students can register for Spring 2019 courses

**New Business**

**1. BOG Meeting** – Departments need 2 representatives on the College Committee. Tentatively: Anita Reynolds

**2. Academic Council**

- Nepotism Question: Recusals have been secured from those involved
- Virtual full-time faculty: There is no policy. Send a request for a policy to APC by Dr. Campbell. There seemed to be interest from members of other departments that would support this idea.
- Approved SPED309 will now be split into 2 separate sections in order to allow for 2 separate syllabi. EDSP409 Strategies for the Inclusive Secondary Classroom will be for secondary majors. EDSP415 Co-Teaching, Collaboration and Consultation for Inclusion will be for Elementary & Special Education majors.

**3. Program Changes**

- EPAT will now only be a 2 course (6 credit hour) offering. Due to Financial Aid regulations, students can't take more than 6 credit hours during a summer term. Since EPAT was 9 hours, one of the courses had to be removed from the co-hort. Since students are now able to obtain assessment instruction in EDUC416, EDUC310 will no longer be offered. EPAT will now consist of EDUC301 and EDUC305, and will be called EPT. Elements of EDUC310 will be merged with EDUC416.
- Spring 2019 elementary block students will take the new Elementary Methods Block courses, as well as EDSP415 since SPED309 is no longer part of the block. EDSP415 will have both Block students, and Pro-Ed students.

**4. SPA and CAEP Conference Updates**

- While at the CAEP Conference Dr. Druggish found out that SPA reports were due 9/15 not 10/15. We were given an extension until 9/19 to submit our EDEL, Elementary, PE and General Science SPAs. EDEL, Elementary and PE SPAs were able to be submitted, but not the General Science. We will receive a response by 2/1/19, and if we met with conditions we will have until 3/15/19 to re-submit. General Science SPA will also need to be submitted by this time.
- Since Physical Education and Health are being moved into a Wellness Certification, it is being determined if a health SPA would need to be submitted.
- Previously a percentage of SPAs needed to be completed before a CAEP visit, but the new policy states that SPAs need to be completed for the 4 programs with the highest number of completers before a CAEP visit.

# Department of Education

October 4, 2018

## Minutes

Meeting called to order by Richard Druggish

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

### **Announcements**

- Dr. Tucker & Dr. Burton presenting at the CEC conference today
- Change in minutes 9/6 – EDUC540 changes to Summer/Spring offering
- Dr. Druggish needs a list of faculty activities to provide to the BOG

### **Updates and Reminders**

- October 6 – Homecoming 1:00pm
- October 8 – Mid-Semester grade reports (all grades recorded, not just D or F)
- October 10 – ATEP Seminar for EDUC210/EDSP303 students: 10:00 (A135), 12:00 (A136), 2:00 (A100)
- October 15 – November 2 – Advising for course selection for Spring 2019
  - Students have the option to go to drop-in advising or meet individually with their advisor
  - Drop-In Advising 9am-3pm: 10/17, 10/23, 10/25
  - Beckley Advising: 10/22-10/26. Dr. Burton will be there 10/25
- October 29 - November 11 – students can register for Spring 2019 courses
- November 1 – Programmatic Reviews
- November 2 – Department Meeting 9:00am-3:00pm
- November 12-16 – Transfer and Re-Admit Advising. Everyone will provide a time between 10:00-2:00 during that week for advising. Selection of dates/times due October 10

### **New Business**

**1. Title IX** – Jill Nolan, Title IX Coordinator, presented information regarding Title IX. All information is available online for additional review or reference.

### **2. College Personnel Committee**

- Anita Reynolds was tentatively nominated at the 9/21 Department Meeting as the College Personnel Committee Representative, but has declined. Cheryl Barnes was tentatively nominated instead.
- Letter to Dean of College due 3/8. Portfolios need to be ready by December for College Personnel Committee review

### **3. Program Updates**

- If a student has been admitted into the Teacher Education Program prior to Fall 2018 they can finish one of the newly sunset programs (math, biology, chemistry, art). If they have not been admitted they will need to switch majors.
- EDUC307 and EDUC306 conflicted. EDUC306 will be moved to Tues/Thurs 11:00am-12:15pm
- Working on getting the Beckley schedule finalized
- It's recommended that students switch to the new catalog, but they are not required to do so.
- Beginning Spring 2019 students must have at least a 2.50 overall GPA to apply to the Teacher Education Program. They will no longer have the change to meet this requirement by the end of the semester in which they are applying.
- Discussed a universal 10-point grading scale (i.e. 90-100 = A)

### **4. APC Updates**

- Discussed possible point system instead of PAS. Dr. Viscussi wants this system in place by spring 2019. Faculty will receive points for committee attendance, presentations, etc.
- Tenure PAS forms due
- Possible pay raise discussed. We will be given \$40,000 for pay raises which will be distributed at either 2.1% of salary, \$1,100 per person, or by market value

**5. CAEP Standards & Assessments** – Standards will be assigned to specific individuals for data collection, management and summarization. Need to have a plan in place of how to collect and analyze the data.

**6. Programmatic Reviews (2017-2018)** – See below for who will review which program(s). Programmatic reviews may not need to be done for sunset programs.

Elementary – Hawks	English – Williams	General Science – Reynolds	Music – Smith	PE/Health – Campbell	Social Studies – Mullins
Special Educ. – Tucker	MED SPED - Burton	MAT – Barnes	EDEL – Bean	Reading - Williams	

## Department of Education

November 2, 2018

### Minutes

Meeting called to order by Richard Druggish

**In Attendance:** Richard Druggish, Kathy Hawks, Lethea Smith, Nancy Burton, Andrea Campbell, William Williams, Anita Reynolds, Terry Mullins

#### Announcements

- October 4, 2018 minutes approved (with corrections)
- Program Report due date extension
- College Personnel Committee shared at Academic Council that Department of Education wanted to get rid of College Personnel Committee in the review process. Other attendees wanted to change the order to Department Personnel Committee→College Personnel Committee→Department Chair→Dean of College→Provost
- Dr. Mullins & Dr. Reynolds presented in Las Vegas on Blended Learning and Integrated Curriculum
- Dr. Williams & Chelsie Osborne, English 5-Adult student, presented at VATE conference
- Dr. Mullins did a presentation at Concord University on the Mulungeons
- Professor Smith had Ranger Mark on campus for presentations to her students
- Dr. Tucker & Dr. Burton presented at Council for Exceptional Children conference

#### Updates and Reminders

- November 6 – WV TPA training due
- November 12 – TPA reviews due
- November 12-16 – Transfer and Re-Admit Advising. Everyone will provide a time between 10:00-2:00 during that week for advising
- November 29 – PDS Luncheon
- November 30 – Last day of Fall 2018 semester

#### New Business

- 1. News regarding ending of education programs** – Discussed the recent article regarding ending of education programs at CU, and how to get the word out that we are not closing completely. Dr. Burton sent a follow-up to Bluefield Daily Telegraph regarding the education programs, and what we are doing here. TV interviews were conducted. Discussed the need to get word out to the public regarding the Special Education program
- 2. Candidate Concern Form** – The process needs to be formalized with different levels, and designed in a way to keep track of students throughout their time at CU. Possibility of establishing a committee to set up a plan of improvement. Alison will send an updated listing at the end of each semester to all faculty members of final evaluations, dispositions, grit scales and concern forms.
- 3. Department of Education position changes** –
  - Dr. Druggish will be resigning as Department Chair and Coordinator of Clinical Experiences at the end of the Fall 2018 semester. He will remain as Director of Teacher Education.
  - Dr. Hawks will become Coordinator of Clinical Experiences
  - Dr. Viscussi announced that Dr. Andrea Campbell will become Interim Department Chair effective January 1, 2019.
  - Will be advertising for an additional faculty member beginning Spring 2019, and will be using adjuncts as necessary
- 4. Background Checks** – students will need to get background checks done at the early field experience level. Castlebranch offers a county wide search going back 7 years. It will cost students \$50 for the 1<sup>st</sup> year, and \$25 each additional academic year. This will start the semester in which students take EDUC210, and will need to be completed before students can begin their placement for any course. Nancy Burton motioned to accept, Lethea Smith seconded, all in favor.
- 5. ATEP Portfolio changes** – change the description of “Reflection” so that students know to write a structured essay.
- 6. Disposition Assessments** – Need inter-rater reliability for all assessments. It was suggested to take a sample of students in EDSP303 & EDUC210, and complete a disposition assessment for them in both courses.
- 7. WV TPA** – faculty need to complete inter-rater reliability training for each semester to review WVTPAs. This needs to be done before 11/6/18 (look at sample TPA and rate it). Emerging is the goal, and accomplished/distinguished should be rare. Use the emailed rubric, and send it back to Rick when completed.
- 8. Program Outcomes & Course Syllabi** – CU is looking at program outcomes and university goals. We need to look at education program outcomes, and they need to be incorporated into course syllabi for Spring 2019. You will need to update standards, remove conceptual framework, add WVTPA & InTASK standards, and add CAEP standards to syllabi.

**Department of Education**  
**January 24, 2019**

Meeting called to order by Andrea Campbell

**In Attendance:** Richard Druggish, Kathy Hawks, Lethea Smith, Nancy Burton, Andrea Campbell, William Williams, Anita Reynolds, Kathryn Tucker, Michael Bean

**Announcements**

- Drop students based upon attendance. Document last date of attendance in Courseweb. This impacts financial aid.
- Let Kim Nichols know classroom updates/changes. Tell her actual meeting dates and times if different than published dates/times.
- Policies 5100 and 5205 are being revised, and are open for comment
- Send Andrea Campbell “brag sheet” items for the undergraduate and graduate levels
- Send Andrea Campbell “wish-list” for Summer 2019 and Fall 2019 course loads.

**Updates and Reminders**

- 1/22/2019: Send syllabi and office hours to Kim Nichols
- 1/31/19: Summer 2019 course requests due to Andrea Campbell
- 2/1/19: New faculty position input/suggestions due to Andrea Campbell

**New Business**

**1. Department Chair Vote (Fall 2019-Spring 2021)** – At least 2 names will need to be ranked and ordered in secret ballot.

- Kathy Hawks nominated Andrea Campbell, Nancy Burton seconded. Kathy Tucker nominated William Williams, Nancy Burton seconded
- Kathy Hawks motioned to close nominations. Anita Reynolds and Williams Williams seconded
- After tallying of secret ballot, Andrea Campbell received 7 first place votes; Williams Williams received 2 first place votes.

**2. Premier Scholarship** – A new scholarship is being established by Enrollment Management. Each Department will need 2 representatives to conduct 2, twenty minute interviews on 2/22/19 for candidates. Kathy Hawks and Michael Bean volunteered for the Department of Education

**3. BIO 213 (3 credit hours) Proposal** – Dr. McKinley and Dr. Wise proposed adding BIO213 to the Elementary Education K-6 Elective 1 list in order to benefit students in regards to the Praxis II Elementary Science Sub-Test. All in favor to add BIO213 to the Elementary Elective 1 list.

**4. BIO 101/102 changes** – BIO101 & BIO102 will not be subject specific instead of general, meaning there will be a section developed just for Elementary Education majors. Be advised that since not all CU students can take the elementary education section of BIO101, it won't be able to be used towards General Studies.

**5. Summer/Fall 2019 courses** - Send Andrea Campbell “wish-list” for Summer 2019 and Fall 2019 course loads. Be mindful of courses with field experiences. To receive full pay, undergraduate summer courses need 8 students and Fall courses need 10 students; graduate courses need 5 students for both terms. You will have until the Thursday before a course starts to make a decision about offering the course if there are not enough students for full pay.

**6. Graduate Program** – discussed the need to lower the graduate program course-cap, and to be sure to follow pre-requisites. Discussed establishing a set sequence of MAT courses, or having the MAT Program operate as a co-hort. Proposed that EDUC505 be taken before EDUC516, and SPED503 be taken before or concurrently with SPED505. SPED course pre/co-requisites will be sent as a catalog change in the near future.

**7. New faculty position** – looking for a STEM centered individual, possibly with experience in Special Education. A draft job description/posting was provided. Concern regarding being able to find an individual with these specific qualifications in this area was discussed. Send Andrea Campbell thoughts/edits/suggestions.

**8. EDUC308/EDUC309** – Kathy Hawks proposed that these courses must be taken concurrently as co-requisites. Kathy Hawks will be submitting a catalog change form for these courses.

**9. Department Personnel Committee** – All faculty must be observed, and have an observation form completed on them. Nancy Burton will be making the observation forms. Individuals will be able to choose who observers one course meeting. Completed observation forms will need to be added to portfolios. The Department Personnel Committee does not review its own Department's portfolios. Discussion was held regarding who needs to submit portfolios, who needs to be observed, and who will do the observing.

**Department of Education**  
**February 7, 2019**

Meeting called to order by Richard Druggish

**In Attendance:** Richard Druggish, Kathy Hawks, Lethea Smith, Nancy Burton, William Williams, Kathryn Tucker, Michael Bean, Terry Mullins

**Announcements**

- 1/24/2019 minutes approved
- Policies 5100 and 5205 are being revised, and are open for comment. Specifically regarding Methods Block courses being taught in public school classroom, and PDS levels
- \$ collected will go towards lunch for family after funeral

**Updates and Reminders**

- 2/11/2019 Policies 5100 and 5205 comments due
- 2/28/2019 TEP applications and portfolios due
- 3/1/2019 CAEP workday – will work with newly created assessments, will create new assessments. Public school partners will be present to assist in the development and co-creating of assessment instruments.

**New Business**

1. **Catalog Change EDUC308 & EDUC309** – Nancy Burton moved to approve, Lethea Smith seconded, all in favor. EDUC308 & EDUC309 must be taken concurrently.
  
2. **DegreeWorks training by Susie Lusk** – working on aligning DegreeWorks with catalogs and progression sheets. This is a work in progress, and can be used during the advising process. If you come across any errors or issues please let Susie know.

**Department of Education**  
**February 21, 2019**

Meeting called to order by Andrea Campbell

**In Attendance:** Andrea Campbell, Anita Reynolds, Terry Mullins, Kathy Hawks, Lethea Smith, Kathryn Tucker

**Announcements**

- 2/7/2019 minutes approved
- EDA statement will be added to TEP application beginning Fall 2019

**Updates and Reminders**

- 2/25/2019 Founder's Day 3:00pm
- 2/28/2019 TEP applications and portfolios due
- 3/1/2019 CAEP workday – will work with newly created assessments, will create new assessments. Public school partners will be present to assist in the development and co-creating of assessment instruments.
- 3/7/2019 4 year plan revisions and degree information due
- Department of Education Drop-In Advising 9am-3pm: 3/6, 3/21 & 3/26

**New Business**

**1. EDA process/policy-** Review steps: 1) Student meets with reviewer 2) Student meets with ARD Committee (see below) if step 1 is not sufficient.

- An Admission, Retention & Dismissal (ARD) Committee will be created to review issues. Committee will be comprised of Department Chair, Director of Clinical Experiences, and at least 1 other faculty member (most likely course professor(s)). Committee will recommend the next “step.”
- Proposed creating a Professional Development Special Topics 1 credit hour course. A faculty member will be assigned to “mentor” the student
- An improvement plan will be developed in step 1 and step 2 as needed. Based upon the review and outcome of the improvement plan, notes will be added to Degree Works.

**2. CAEP Meeting**

- Morning: Will look at assessment data in groups divided up by assessment. Each group will be comprised of CU faculty members and public school partners. Each group will complete a worksheet based upon the data to determine strengths, weaknesses and improvement recommendations
- Afternoon: Will look at current field experience evaluations and develop rubrics based upon field experience ‘levels’ to match InTASC standards. Field experience levels include EDUC210, EPaT, EDUC306, and Methods Block

**3. 4 Year Plans** – All programs need new 4 year plans. Information on how to ‘sell’ programs, and what can be done with a degree in a specific area will also need to be provided, to be used on a degree information website. See below for who will be creating new 4 year plans. Music needs a volunteer.

Elementary – Hawks	Special Education-Tucker	English 5A-Williams	General Science-Smith
Music-????	Social Studies-Mullins	Health/PE (Wellness)-Campbell	

**4. APC**

- APC is trying to quantify PAS through a Faculty Development Evaluation based upon activities. Discussed regarding viability of this process.
- Faculty must submit a Faculty Development Evaluation to the APC every year, and a portfolio every 5 years
- Andrea Campbell suggested creating department specific rubrics with examples of activities, and providing holistic descriptions instead of points/itemizations

**5. Department of Education Advising** – Group advising will be held from 9am-3pm on 3/6, 3/21 and 3/26

**6. Faculty Position-**Job description errors are being fixed. There are currently 27 applicants, 3 are qualified. Andrea will make all resumes available to faculty for review and input.

**Department of Education  
March 1, 2019**

Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- 3/7/2019 4 year plan revisions and degree information due
- 3/7/2019 Department of Education meeting 2-4pm
- 3/7/2019 faculty candidates' phone interviews: noon-1pm, 2-4pm
- Department of Education Drop-In Advising 9am-3pm: 3/6, 3/21 & 3/26

**New Business**

1. **ECRB100** – Catalog Change Form to add ECRB100 as a course. All in favor.

2. **EDA Policy** – A statement will be added to the TEP application that covers level 1 (meeting with instructor) and level 2 (ARD committee intervention). It will be at the instructor's discretion as to which level to use. A form for plan on improvement, and form for outcome will be used at both levels. Notes will be added to Degree Works as needed. Since TEP applications have already been submitted, students will need to sign and return a hard copy statement to the Department of Education before being fully admitted into the Teacher Education Program this semester. This statement will be included with their conditional acceptance letter. Kathy Tucker motion to approve the policy, Lethea Smith seconded, all in favor.

3. **TEP Portfolios** – Alison Conner will randomly select 1 portfolio for all faculty members to review to check rubric reliability. These reviews will need to be completed before reviewing other portfolios.

4. **4 year plans** – Regarding the Milestone column, if something is added here you will need to include an explanation in the notes section

5. **Faculty Position Applicants**-All faculty members will vote for their top 5 candidates (unranked) for a phone interview. Willy Williams voiced concern regarding the STEM and Doctoral qualification, as opposed to what our students truly need in a faculty member, and a general concern for shared governance and a possible bias towards local applicants. This will be added to the next department meeting agenda for further discussion. The candidate votes were as follows:

Gregory Rothwell – 2	Gary Johns – 1	Brian Mumma – 3	Daryl Baynes - 4
Sophia h. – 3	David Mense – 6	Heather Bigley- 2	Melissa Gallegher – 4
Anita Deck - 7	Mary Robertson – 1	Jacob Pleasants - 9	Amanda Feldes - 4

Since there was a tie for 4<sup>th</sup>, the top 4 candidates were selected for a phone interview during the next department meeting:

1) Jacob Pleasants, 2) Anita Deck, 3) David Mense, 4) Amanda Feldes, 4) Melissa Gallegher

**Department of Education**  
**March 27, 2019**

Meeting called to order by Andrea Campbell

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

**Announcements**

- Kathy Hawks motions to approved the 2/21 minutes & Terry Mullins seconded with the following revision - Dr. Druggish was not in attendance
- Starting Fall 2019 no more substitutions, as much as possible. The Academic Exception Policy and approval process will become more strict
- New Special Events schedule has been approved. Courses will no longer be canceled for events.

**Updates and Reminders**

- 4/9/19 TPA reviews due
- 4/11/19 Department Meeting 2-4pm
- 4/12/19 TEP Portfolio reviews due
- 4/19/19 Honors Banquet
- 4/25/19 Department Meeting 2-4pm
- 4/26/19 CAEP workday 9am-3pm
- 4/26/19 EDA due in LiveText
- 5/3/19 LiveText closes at midnight for field experiences

**New Business**

1. **Career Pathways presentation by Sheila Womack** – CU will be phasing out the “none declared” major. All new incoming students will select one of five Career Pathways. They will then have 24 credit hours to decide their major within the chosen career pathway, or change their pathway. Dr. Campbell suggested a recruitment plan for those who have identified the Education Career Pathway, and a meeting with an Education Department faculty member.
2. **Academic Momentum Program (AMP) presentation by Sheila Womack** – this program is designed provisionally admitted students, students on academic probation, and all other students who are deemed as at risk. Students will enroll in UNIV101 in addition to UNIV100. UNIV101 will go over success skills (i.e. time management, note taking, etc.), students will meet with a mentor and faculty advisor weekly, and participate in weekly student groups and online activities. Students who successfully complete AMP will receive a \$1,000 scholarship for the following semester. Faculty are encouraged to refer students to the program who have a 2.0-2.90 overall GPA, and identify those students once they complete EDUC210/EDSP303.
3. **Catalog Change for Elementary K-6 Program** – starting with 2019-2020 academic year/catalog. Richard Druggish motioned to approve, Kathy Hawks seconded, all in favor.
  - BIOL101 requirement will be changed to BIOL110 (does not satisfy general studies requirement)
  - BIOL101 will be added to the Elective1 list, along with BIOL213
  - PHSC103 will be removed from Elective1 list and added back to the program as a required course to satisfy the general studies requirement
4. **Honors Banquet** – Fall & Spring nominations, instead of full academic year nominations
  - Kathy Hawks motioned to close Fall 2018 nominations, Lethea Smith seconded, all in favor
  - Lethea Smith motioned to Spring 2019 nominations, Richard Druggish seconded, all in favor

<b>Fall 2018</b>	<b>Spring 2019</b>
<u>Elementary Nominations:</u> <b>Alycea Watson</b> (only nomination)	<u>Elementary Nominations:</u> <b>Alexi Prankus (4)</b> , Mistie Richmond (2), Hannah Painter (0)
<u>Secondary Nominations:</u> <b>Olivia Grondzik</b> (only nomination)	<u>Secondary Nominations:</u> Rachel Pitcher (2), Colby Hill (1), <b>Ashley Meadows (3)</b>

## Department of Education

April 11, 2019

Meeting called to order by Andrea Campbell

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

### **Announcements**

- Kathy Hawks volunteered to be Department of Education representative at the Honors Banquet
- 4/45/19 Department meeting canceled due to CAEP workday on 4/46/19
- 3/27/19 minute approval deferred to 4/26/19 CAP workday meeting in order for all faculty to review

### **Updates and Reminders**

- 4/12/19 TEP Portfolio reviews due
- 4/19/19 Honors Banquet
- 4/25/19 Faculty Executive Board elections
- 4/26/19 CAEP workday 9am-3pm, & EDAs due in LiveText

### **New Business**

1. **EDA Process** – the original EDA process that was approved did not work in real life scenarios, so it needed to be updated. The updated process was discussed and reviewed using recent EDA cases. This process will continuously be updated and/or improved upon as needed. The following notes/corrections were discussed:
  - ARD needs to be spelled out (Admission, Retention & Dismissal) within the EDA
  - If completing an EDA outside of the 3 main points, then only select the disposition(s) in question.
  - Dr. Burton suggested using voice recording during EDA meetings with students for reference at future dates if needed, and using the EDA outside of the 3 main points to address positive actions of students as well as negative
  - Need to establish when the EDA itself & it's process is introduced to students. Possible suggestion included at the beginning of each education course, adding it to syllabi, and adding it to the Teacher Education Handbook.
2. **Position Recommendation** – We are unable to hire both Anita Deck and Sofia Hatziminadakis. All faculty members in attendance were given the chance to voice their opinions/concerns regarding both candidates, and are listed below. A secret ballot was held which resulted in the following: Anita Deck received 8 votes, Sofia Hatziminadakis received 2 votes. Andrea Campbell will notify both candidates and the needed administration, and will check Anita's references.
  - Andrea Campbell: Anita has more to offer right now due to experience, is able to help us grow and develop, and is very well connected in our area. Sofia offered diversity, had good energy and was personable, but it would be harder for her to "jump right in."
  - William Williams: Sofia is not just a math professor. She would contribute to our CAEP accreditation, and would allow us to say we hired a Doctor of Mathematics to help with our praxis issues. In the long run, Sofia would "fill the gaps," and would help to diversify Concord.
  - Nancy Burton: Both bring something to the table, and offer what the other does not have.
  - Richard Druggish: We can't go wrong with either. Sofia's math background is great, and Anita's STEM background is also helpful. Anita doesn't have a lot of teaching experience, but has experience working with programs & CAEP. Sofia isn't involved in program accreditation.
3. **Year Plans** – Check to make sure all "helpful hints" match, especially the following: 1) EDUC210 & EDSP303 taken concurrently, 2) list courses with field experiences, 3) when to take praxis core, 4) when to apply to TEP, 5) EDUC301, EDUC305 & EDUC305L taken concurrently 6) when to take Praxis II/PLT, 7) block semester, courses taken concurrently, and all coursework completed, 8) asterisk next to courses that require admission to TEP, 9) overall GPA listed for TEP & student teaching
4. **Go React** – Andrea Campbell will meet with MAT professors to discuss Go React, and improving upon face-to-face meetings using technology. A demonstration will be scheduled. Go React will cost approximately \$44-\$54 per student.
5. **Background Checks** – starting Fall 2019, all early field experience students will need to complete a background check before placement can begin. Castlebranch performs county criminal record search of a student's counties of residence, and a national sex offender registry/index search. This will cost students \$50 for the first check, and will be discounted for each additional search. Search results are sent directly to the student within a week, and they will be required to provide a copy to the Department of Education. Students will need to complete a recheck yearly.
6. **Faculty Executive Board** – New policy would require 6 hours on in seat instruction for all professors and adjuncts for undergraduate courses. The board voted not to vote at this time.

**Department of Education**  
**April 26, 2019**  
**CAEP Workday & Department of Education Meeting**

Meeting called to order by Andrea Campbell

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

**Announcements**

- Anita Deck was offered the faculty position, and she accepted. She will begin Fall 2019.
- All faculty must complete STOT training prior to Fall 2019 mini TPA & WV TPA completion

**New Business**

**1. Mini TPA**

- Will be completed during EDUC416 and Special Education Methods Block, and will allow students to “practice” for the TPA that is completed during Student Teaching. The general idea is to “narrow-down” the full TPA. This will help students to understand assessment, and lesson design.
- The Mini TPA will use the WV TPA rubric, with “Emerging” being the goal during the Methods Block. Comprised to 9 tasks described in the ND Common Metrics Student Teacher Observation Tool (STOT).
- Assignment template, description/requirements and rubric will be put into LiveText and made available to students.
- Assignment of letter grades vs. points were discussed. Students tend to interpret “Emerging” as a “C” and/or not passing. Students tend to be less interested in the feedback, and more interested in the grade/rating itself

**2. Methods Block, Year Long Residency & Student Teaching**

- The schedule needed to change to allow students enough time in the classroom, in order to execute what is needed for an entire unit, comprised of 3-5 lessons, for completion of the mini TPA.
- Two full days per week will not allow students adequate time to meet the needs of the Mini TPA.
- Starting Spring 2020, all Methods Blocks meet a minimum of 400 hours of “in the field” experience, and will need to need to establish common on-campus times for all Methods Blocks for approximately 5 days during the semester for workshops/seminars/trainings
- Methods Block students will be allowed to substitute teach in the state of WV – THIS IS OPTIONAL
  - This will only be allowed within their placement school, and for a designated number of days per week (1 day per week proposed) to ensure that they aren’t subbing more than going to their block placement. Students will be allowed to “bank days,” so that if they do not substitute one week they can substitute more days another week.
  - Students who choose to participate will be issued a Student Teaching/Substitute Permit. This will allow them to be paid, and allow students to obtain any additional legal benefits offered by the county of employment. Concord University will not be liable for students while they are substituting.
  - Dr. Burton proposed that students should only be allowed to substitute for ½ or full days, not hourly, and only within their content area
- Admission to Student Teaching will be changed to Admission to Year Long Residency
- ‘Teacher Snapshot’ be sent to schools with Methods Block/Year Lon Residency requests in order to ensure students are placed with the most compatible mentor. This will also be included as the cover page of student’s TEP portfolios beginning Fall 2019, and they will revise for residency requests if needed.

**3. SIM School Presentation/Demonstration**

- Open-ended virtual space for unscripted instructional scenarios with virtually completes individuals that is available 24/7
- Allows for reports to instructors, and is auto-mapped to InTASC standards. It can be customized to any standard
- Can be used to simulate diverse learning situations and classrooms that may not be available to students in schools within their geographic location
- If Concord University participates in SPARK Study, we will have access to all virtual classroom and modules, and we will receive a discounted rate. We can also receive a 10% additional discount if seminars are attended by faculty.
- Will cost approximately \$30-\$40 per students after discounts, and can possibly be added as a course lab fee

#### **4. Field Experience Evaluation / Clinical Experiences**

- Established multiple levels of clinical experiences, and built evaluations upon level expectations. All evaluations follow the same set of InTASC standards, which will allow for analysis of growth as students progress through the various levels.
- Courses that have a field/clinical experience will also have a 0 credit hour lab course for the experience. Students will be required register for the regular course, and the clinical experience lab (i.e. EDUC305 & EDUC305L) listed below. The lab courses will need to be added to the Academic Catalog.
  - Clinical Experience Level I – EDUC210
  - Clinical Experience Level II – EDUC305
  - Clinical Experience Level III – EDUC306, EDSP415 (elementary majors)
  - ND Common Metrics STOT – Methods Block EDUC416 & Student Teaching
- Courses outside of the Professional Education Core (i.e. EDUC304, EDUC315, EDSP courses, etc) will designate the appropriate Clinical Experience Level as needed, or design course specific field experience evaluations.
- Not Applicable (N/A) suggested as an additional rating category
- Professors will send a letter to mentor teachers describing the field experience requirements of the course. Adding the evaluation to the Field Experience Contract for students to present to their mentors was discussed.

#### **5. Teacher Education Program Admission**

- Reduce the number of volunteer hours from 100 to 75.
- Add a ‘Teacher Snapshot’ to the cover page section of portfolio. Students will be given a general template that includes strengths, weaknesses, goals, favorite things, etc. This will also be sent to schools with Year Long Residency requests. Student will need to revise their snapshot for residence requests.
- Will need to “tweak” portfolio rubric wording to reflect inter-rater reliability results, and require “proof” of effective written communication
- Will need to add a section for seminar certificates (see seminar information below).

#### **6. Professional Seminars**

- Students will need to attend multiple Professional Seminar throughout their time in the Teacher Education Program. Seminars will be attended at specific points. Seminar certificates 1-2 will be required to be included in TEP portfolio.
  - 1) Teacher Education Program Admission Seminar – take during EDUC210-/EDSP303, or EPaT as needed for transfers
  - 2) Professionalism – take during EDUC201-/EDSP303, or EPaT as needed for transfers
  - 3) Lesson Plan Templates – take prior to year-long residency & during Methods Block
  - 4) Methods in Technology – take prior to year-long residency & during Methods Block
  - 5) Ethics, Trauma Sensitivity and Addiction – take prior to year-long residency & during Methods Block
- Seminars 3-5 do not need to be taken in this order
- We will need to develop our own TEP policy and assessment regarding Seminar 5
- Send additional seminar ideas to Andrea Campbel ASAP