

Concord University
Department of Education
August 12, 2020
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, William Williams, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean

Updates and Reminders

- August 12th - COVID Testing Aug.12 (make up dates 8/14 & 8/17)
- August 14th – email students to let them know when and where to attend class
- September 11th – Spring2021 schedules due. We may need to combine/cross-list courses.
- August 17th – Year Long Residency Part1 Orientation (Pais Hall). Students will meet here for the 1st 2 weeks of class before going into the public schools. Once they enter the public schools, courses will be taught via ZOOM on Fridays.
- September 30th – Teacher Education Program application material due via LiveText

Announcements

- Syllabi – check template to ensure most recent on Intranet – send undergrad to Kim and Andrea, Graduate to Kathy L and Robin
- Working remotely – check office voice mails – IT for call forwarding
- Masks available in department office
- Enrolled students have increased by 49 from Spring2020 to Fall2020. There is also increased interest in the Online Elementary Program (OEP); we currently have 19 enrolled in the program.
- Furniture has been moved to ensure social distancing. Reference the seating chart from Dr. Liptak to see how many students can be in your assigned classrooms.
- Education Department computer lab is gone in order to consolidate labs across campus. The tables from Rm139 have been moved to Rm135. Rm139 is now being utilized as a student work room.
- We will be trying to go paperless as much as possible in order to decrease the risk of COVID19 transfer.
- If students need to add/drop courses use the MachForm

New Business

1. Early Clinical Experiences

- Raleigh County closed to all students; these students were sent to Fayette or Mercer County. Then Mercer County closed to all students except Year Long Residency candidates – leaving 137 students without a placement
- Options looked into but decided against:
 - ZOOM into public school classrooms – won't allow due to legal reasons
 - WV Online Schools – too similar to Blackboard
 - Teaching Channel – not interactive enough, not reflective
 - Learning Solutions – just now being piloted in WV; we need something established already
- Options looked into and decided to use:
 - **ATLAS:** Created by National Professional Teaching Standards. ATLAS features videos/cases of National Board Certified teachers teaching, and a reflection. There are video cases for all subject areas, and InTASC standards. Student log-ins can be tracked, as well as case views. This will cost \$6 per student; Concord will pay. Training will be provided in the coming weeks. All undergraduate and MAT courses, except EDUC306 & EDUC516, will utilize ATALS.
 - **MURSION:** AACTE created. This is more interactive, uses avatars and a virtual reality platform. Students will be able to re-teach lessons based upon feedback. The concern being is that there is no way to assess simulated students. This will cost \$150 per student; which Concord will pay. MURSION will be used for EDUC306 & EDUC516
- Students will not be required to watch 25 hours of cases/simulations. Aim for standards and ideas to be addressed, not number of hours.
- Undergraduate and MAT candidates not currently teaching will be required to log the date & case/video title as the description in LiveText. They will be placed in LiveText at ATLAS or MURISON. This will allow evaluations and EDAs to be completed as normal. MAT students who are currently teaching will do their placement in their own classroom, and use LiveText like normal. MED candidates will complete placement in their own building, no matter what level a placement is meant to be.
- Faculty need to document videos/cases, standards address and assignments to be referenced later.
- CastleBranch background checks will still need to be completed even though placements are virtual. This is to ensure students do not get off track, and to make sure no issues arise.

Concord University
Department of Education
September 3, 2020
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, Anita Reynolds, Lacosta Hodges (C-PAC, adjunct), Ernie Adkins (C-PAC, adjunct), William Williams

Updates/Reminders

- September 4th 10-11am - MURISON training
- September 9th 4pm - BOG Report to Dr. Huffstetler (brag sheet). Please send items to Andrea Campbell.
- September 10th - Spring 2020 Initial Program Completer data review due in SharePoint
- September 11th – Spring2021 schedules due. We may need to combine/cross-list courses.
- September 17th 2pm - Department of Education meeting
- September 18th 3-5pm - Pre-Admission to Teacher Education Program Seminar via ZOOM
- September 25th 12-2pm - Pre-Admission to Teacher Education Program Seminar via ZOOM
- September 30th 4pm - TEP Application materials due via LiveText to 'concordadmin'
- October 1st - Faculty applying for PROMOTION submit letter of intent to Dept. Chair and College Dean
- October 30th 4pm - YLR1 Application materials due via email to Alison Conner (amconner@concord.edu)
- December 4th – Dept. Chairs complete fall semester evaluation of ADJUNCT faculty

Announcements

- Clinical faculty will now be included in department meetings to increase communication
- CAEP council hasn't met yet, so final ruling on our accreditation isn't official. Council plans on meeting in September. We received 3 Areas for Improvement (AFI): 2.1, 5.2 and A5.2
- Education Programs brought in the most first-time-freshman across the university.
- Early Intervention Minor has been re-instated, and is still available

New Business

- **MURISON:** being used for EDUC306 & EDUC516 this semester, with possibility of needing to use it next semester due to COVID19. Training could be valuable to everybody. Faculty have the ability to choose the scenarios & avatars for students/classrooms.
- **Compelter Data review:** Please sign up for a data set to review using the SharePoint Data Review document, making sure all assessments are covered. Clinical faculty are welcome to sign up to review, allowing for mutually-beneficial review. Take a look at the assessment data for the assessment you signed up for. Provide Strengths, Weaknesses, and Recommended Action Steps in SharePoint document. This will be reviewed at next department meeting
- **ProEthica:** Embedded in EDUC306 & EDUC555 and is hosted by ETS. Contacted by ETS, and informed that no longer being used. We can use through June 2021. We will need to replace ProEthica with another assessment/platform.
- **Faculty evaluation schedule:** All faculty, including adjuncts, are required to be evaluated. Please reference schedule provided in SharePoint.
- **College Personnel Committee:** Will be addressing this in college meeting after handbook changes are approved (will dictate how many members from each department are needed). Please review evaluation/portfolio requirements for possible changes.
- **Departmental Personnel Committee:** Should we keep departmental personnel committee? Anita Reynolds suggested keeping this as a "safety-net," Nancy Burton agreed.
- **Clinical Experience:** Undergraduate and MAT candidates not currently teaching will be required to log the date & case/video title as the description in LiveText. They will be placed in LiveText at ATLAS or MURISON. This will allow evaluations and EDAs to be completed as normal. MAT students who are currently teaching will do their placement in their own classroom, and use LiveText like normal. MED candidates will complete placement in their own building, no matter what level a placement is meant to be.
- **EDEL Clinical Experience:** 2 students in EDEL program are not employed. Dr. Adkins will be creating a simulated clinical experience.
- **EDEL Program Catalog Change:** EDEL candidates must be employed by a public school to enroll in EDEL coursework requiring a clinical experience. All in favor.
- **Faculty Executive Board:** Need a Department of Education representative other than William Williams (Faculty Assembly President) and Anita Deck (Faculty Assembly Secretary) because they are unable to vote due to officer positions, and to ensure shared governance. Michael Bean volunteered to represent. Meetings are every 2nd & 4th Monday at 4pm via ZOOM. Please review policies up for vote, especially the Residency Policy.
- **Pending Lawsuit again CU:** Education major wasn't able to be admitted into the TEP, so they were counseled into an RBA degree over 10 years ago. If you receive call from lawyer, please refer them to Dan Fitzpatrick or Kathy Liptak.

Concord University
Department of Education
September 17, 2020
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, Anita Reynolds, William Williams

Updates/Reminders

- September 18th Pre-Admission Seminars 3:00-5:00pm
- September 24th – Majors & Minors Fair 2:00pm-4:00pm
- September 24th at 4:00pm - Faculty Senate meeting will cover 3 handbook meeting proposals/changes
- September 25th Pre-Admission Seminars Noon-2:00pm
- September 30th – TEP application materials due
- October 7th- Midterm grades due – ALL GRADES/ALL STUDENTS
- October 17th - Open Houses for Department of Education
- October 19th –October 30th – Academic Advising. Reach out to individual advisees to schedule/advise via ZOOM
- October 23rd – TPA due, some will be completed virtually
- October 26th - Course selection begins for Spring 2021 & Summer 2021 semesters
- October 30th – Year Long Residency application materials due
- November 6th - Open Houses for Department of Education
- November 2nd – December 4th - Transfer –Re-Admit advising

Announcements

- Minute Approval – tabled until next Department Meeting: March 5, March 26, April 2, April 21, April 28, May 7, Aug.12, Sept. 3,
- University Assessment Committee: Dr. Bean asked for opinions regarding an Assessment Day during Fall2021. Consensus is ‘no’ for data review because we already do this at the department level. Do not want to be told when to test students.
- Need representative on Veterans Committee, and they will receive training – Anita Deck volunteered

New Business

Completer Data Reviewed Spring 2020

- **STOT:** Strength was Standard 3. Standard 6 was weakness. Need to continue to work on Mini-TPA, and TPA while in year long residency
- **WVERT Undergraduate:** Strengths are standards 2 & 3. Weakness was Standard 4. While both Elements 4.2 and 5.3 are from different Standards, the underlying issues have one commonality – leadership. Instructors can provide opportunities for student leadership roles in their classes. In addition, instructors can interject and promote leadership skills in their content and instructional activities. Element 3.1 can be strengthened by demonstrating a variety of instructional strategies through instructor teaching and overtly pointing this out to teacher candidates. Furthermore, instructors can provide more time for teaching presentations that would utilize various instructional strategies. To address Element 5.3, instructors can provide opportunities for student leadership roles in their classes. In addition, instructors can interject and promote leadership skills in their content and instructional activities.
- **TPACK:** Strength was technology selection. Weakness was technology fit. All content areas should incorporate a reflection for technology selection and fit that requires the student teacher to evaluate his/her selection and desired learning outcomes. In addition, all content courses should emphasize evaluation of fit in the selection of instructional and assessment technologies.
- **WVTPA:** Strength was task 5. Weakness was Task 3. Need to continue to emphasize alignment of instructional goals/objectives, instructional activities and assessment

Majors & Minors fair

- Being done virtually in one session, then will have 3 breakout rooms running simultaneously for each of our majors. Each breakout room will have 3 session scheduled for 15 minute presentations. Each session will have approximately 15 sessions.
- Need an education major to volunteer to manage chat & attendance while faculty presents in each session.
- Dr. Burton & Dr. Bean will cover special education, Dr. Mullins & Dr. Reynolds will cover secondary, Dr. Williams & Dr. Campbell will cover elementary

Teacher Education Application: 75 Volunteer Hours

- Students having difficulty obtaining hours.
- Will see how many students are in need of hours, and plan accordingly. We can’t deny somebody for not having hours due to COVID19. If a student doesn’t have hours, they can still apply and we will plan accordingly on an individual basis.

ZOOM Etiquette Issues

- Overall no trending issues. If there is, the issue is addressed individually. Students will put up a picture or a black screen, and they tend not to be paying attention. An issue is that students do not have good connection for video.

Concord University
Department of Education
October 8, 2020
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, Anita Reynolds

Updates/Reminders

- October 17th - Open Houses for Department of Education
- October 19th –October 30th – Academic Advising. Reach out to individual advisees to schedule/advise via ZOOM
- October 23rd – TPA due, some will be completed virtually
- October 26th – TEP portfolios due
- October 24th – CAEP Panel Meeting
- October 26th - Course selection begins for Spring 2021 & Summer 2021 semesters
- October 30th – TPA grades due
- October 30th – Year Long Residency application materials due
- November 6th - Open Houses for Department of Education
- November 2nd – December 4th - Transfer –Re-Admit advising

Announcements

- Minutes Approved – March 5, March 26, April 2, April 21, April 28, May 7, Aug.12, Sept. 3, Sept 17
- Peer Observation needs to be completed this semester for submission during Spring 2021 (can be included in ZOOM class). How would online observation work?

New Business

1. TEACHER EDUCATION APPLICATION

- 26 applicants
- Almost all have attempted the praxis, those who haven't have the test scheduled. 15/26 haven't passed all sections
- Diversity is an issue this semester. All 26 applicants are white, and 23 are female.

2. ADVISING

- No group advising. All individual advising appointments. Please advise your own advisees.
- Make sure you are looking at progression sheets along with DegreeWorks (sometimes it doesn't catch everything)
- Be sure to make sure students have declared the correct catalog. Encourage them to change to the catalog noted on the progression sheets.
- Completed progression sheets are located in SharePoint in Documents → Advising → Completed Progression Sheets → Fall 2020 → select the major → click "open" → click the ribbon to jump to a name
- Encourage students to complete their own progression sheet.
- Be sure students are meeting minimum hours for graduation

3. COLLEGE PERSONNEL COMMITTEE

- Scott Ingram is the College of Professional Studies representative
- Our department needs 2 representatives. Policy states that representatives must be tenured: Nancy Burton & will check with William Williams (if not Dr. Campbell will appoint a second representative)

4. PRE-PROFESSIONAL SUBSTITUTE PROGRAM

- State department has been working with public schools regarding substitutes. Year Long Residency Part1 students are now allowed to substitute. Students will be able to substitute on a day-to-day or long-term basis.
- We have been working on putting in some measures regarding this.
- Student must complete CU application, Form 2A and the student must be in their placement for 4-6 weeks prior to substituting. Students will need to be approved at the state and county level.
- Students will complete their mini-TPA within their first 4-6 weeks
- Students who have had an EDA completed for a 'Needs Improvement' rating will not necessarily be excluded, but may this come into play if we feel as though they are not ready. This needs to be equitable and responsible.

STOT/TRAINING FOR YEAR LONG RESIDENCY PART1 (YLR1)

- All YLR1 students gets 2 observations: 1 is video included with mini TPA, 1 is ZOOM video or physical observation in classroom.
- Complete STOT via LiveText at end of semester. Student will use this to develop their professional goals
- For Fall 2020 each faculty will have 3 students, and faculty will receive \$185 stipend for 2 observations from PDS Clinical Support.
- For Spring 2021 adjuncts will be able to do these observations

Concord University
Department of Education
October 22, 2020
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, Anita Reynolds

Updates/Reminders

- October 19th –October 30th – Academic Advising. Reach out to individual advisees to schedule/advise via ZOOM
- October 23rd – TPA due, some will be completed virtually
- October 26th – TEP portfolios due
- October 26th – Course registration begins
- October 24th – CAEP Panel Meeting
- October 26th - Course selection begins for Spring 2021 & Summer 2021 semesters
- October 30th – Year Long Residency application materials due
- November 6th - Open Houses for Department of Education
- November 6th – EpaT Applications due
- November 6th – Release TPA grades to students
- November 2nd – December 4th - Transfer –Re-Admit advising

Announcements

- Minutes Approved – October 8th
- Contact Melanie Farmer for grant opportunities
- Syllabi are due 1 week prior to the original due date to allow for posting by Registrar's Office

New Business

1. ADVISING

- Be sure you are using the correct catalog
- ART200, MUS204 and PED401 will be moving online due to course conflicts
- Be sure Elementary majors take BIOL110 if they are in the 20-21 catalog

2. EARLY ALERT SYSTEM

- Beginning Spring 2021, students will need to have a graded exam within the first 2 weeks of class

3. ONLINE COURSE OBSERVATION

- Department Chairs are being asked to sit in on inline courses to observe.
- Will discuss with individual faculty members if there are any concerns.

4. COLLEGE PERSONNEL COMMITTEE

- Tenured Faculty: 1 peer review by person chosen by you. Doesn't have to be person on personnel commit
- Tenured Track: 2 peer review by Dr. Liptak or Department Chair, and faculty of choice
- Will use APC Evaluation Form for peer reviews
- Tenured Faculty: Send Vita and Self-Reflection to Dr. Liptak by March 15th. Dr. Liptak will then send to Dr. Campbell, who will send a letter to the Provost.
- Non-Tenure Faculty submit full portfolio and peer observations by January 22nd
- PAS due December 31st to Dixie Terrell

5. YEAR LONG RESIDENCY PART1 - STOT

- Don't submit TPA grades until November 6th. If something needs to be changed, let them know ahead of time. Please be flexible with the TPA videos
- Complete block STOT at end of semester, and have them complete the Professional Goal Summary

Concord University
Department of Education
November 12, 2020
Department of Education Meeting

ZOOM Meeting was called to order by Andrea Campbell at 2:00

In Attendance: Andrea Campbell, Kathy Hawks, Terry Mullins, Anita Deck, Nancy Burton, Michael Bean, Anita Reynolds, and Willy Williams

Announcements/Reminders:

- December 4th is the last day for students to withdraw from courses. Please direct students to check with financial aid before dropping courses.
- December 15th - grades are due by noon

New Business:

Department meeting minutes are approved from 10/22/2020

Unregistered students

- Education majors that have not yet registered for the spring semester are mostly first-time freshmen or students with midterm grades of "F"
- An updated list is being sent to you. If any of your advisees are on the list, you might want to reach out again

Admission to the year-long residency/student teaching

- Reviewed SharePoint document highlighting student teaching applicants who do not have passing Praxis II or PLT scores on file
- Reviewed SharePoint document of data on applicants to the year-long residency
- Reviewed SharePoint document of data on students who have applied to the program

Volunteer hours

6 applicants to the program are lacking some, or all, of the required 75 hours of volunteer experience for admission to the program. At this time, we are unable to find opportunities for our students due to COVID-19 restrictions. Dr. Campbell proposed to accept the students without the hours and document the cases to reflect this. All agreed to waive this requirement on an individual basis during the pandemic. Dr. Campbell stated to mark "unsatisfactory" on the portfolio rubric regarding volunteer experience.

Field experience / student teaching updates

- Dr. Hawks thanked everyone for grading student teachers' TPAs
- Raleigh County is agreeing to place residency students this spring semester

Other business

- Dr. Williams reminded all of faculty meeting today at 4:00. Cayce Will is providing an update regarding MyCU. President Boggess will update us on the current COVID situation. Zoom cameras are on the agenda.
- Dr. Burton requested that candidates who are interested in a TIR position for spring to be directed to her.
- Dr. Campbell provided information on transfer students from Southern Community and Technical College. Southern's Associate of Arts Program of 60 hours can be aligned with our Elementary K-6 and Multi-categorical Special Education programs. Transfer students can finish in 2 years + 6 hours in the summer.
- Dr. Deck has had students who are currently in the elementary program ask about moving to the online program. Dr. Campbell said to direct the students to her. She must determine on an individual basis if students will fit into the schedule, depending on where they are in the program.

Graduation video was recorded by the department on ZOOM

Meeting adjourned at 2:40

Concord University
Department of Education
February 12, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Updates/Reminders:

- February 26th - Teacher Education Application Materials due via LivText
- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- March 10th – midterm grade report due
- April 2nd – TPA grades due to students
- Sheila Womack’s email about progress reports
- William Williams motioned to accepted 11/12/20 minutes, Kathy Hawks seconded. All in favor.

New Business

1. **Degree Works Issue** – students in the 18-19 or 19-20 Elementary Education catalog are having issues with Degree Works. Degree Works was allowing students to “double dip” their elementary electives and their General Education courses. We are working with the Registrar’s Office to fix the issue. Please have students follow a paper progression sheet for clarification.
2. **WVDE Policy Updates** – We are short on early field experience hours. Candidates must have 125 hours prior to the start of Residency Part1. This went into effect 1/15/21. Most programs currently have 75-100 hours prior to Residency Part1. In order to ensure continuity across all programs, hour increases needed to occur in the Professional Education Component coursework. EDUC210L (level I), EDUC305L (level II) and EDUC306L (level III) have been increased from 25 hours to 45 hours. Students will need to complete specific activities during their clinical experiences in order to meet other content area requirements.
3. **Catalog Audit** - Provost has requested all departments perform a catalog audit in order to check for any pre/co-requisite errors.
 - Elementary – William Williams motioned to accept all EDUC course code changes, Anita Deck seconded. All in favor.
 - Special Education – add consent of instructor to EDSP303 pre-requisite. Anita Deck motioned to accept changes, Terry Mullins seconded. All in favor.
4. **Early Intervention Minor Changes** – 2 of the courses tend not to be offered on a regular basis, and is currently 18hours. Proposing elimination of SOWK323 & CRIM225. Also allow option to take PSY205 in lieu of EDSP265. Kathy Hawks motioned to approve changes, Anita Deck seconded. All in favor.

<p>Current minor:18 Hours:</p> <ul style="list-style-type: none"> • EDPS 265 – Child and Adolescent Development or EDUC 304 – Developmentally Appropriate Practice • EDSP 326 – Development of Communication Systems • EDSP 321 – Special Education in Early Childhood Settings • EDSP 318 – Assessment in Special Education • SOC 301 – Sociology of Families or CRIM 225 – Violence in Society • SOWK 323 – Families and Addiction 	<p>Proposed minor: 15 hours:</p> <ul style="list-style-type: none"> • EDSP 265 – Child and Adolescent Development or PSY 205 – Child and Adolescent Development or EDUC 304 – Developmentally Appropriate Practice • EDSP 326 – Development of Communication Systems • EDSP 321 – Special Education in Early Childhood Settings • EDSP 318 – Assessment in Special Education • SOC 301 – Sociology of Families
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5. **Special Education Minor Creation** – This proposal was taken through departmental approval when Dr. Tucker was still here. This didn’t make it to Academic Council. Students still can take the courses, but they are having to declare the major, instead of being able to declare the minor. This minor would be excellent for students needing to add courses for a full load if denied Teacher Education Admission, or if they would like additional special education knowledge. Anita Deck motioned to accept, Kathy Hawks seconded. All in favor.

<p>Special Education Description (Minor): A minor in special education will provide candidates with knowledge and skills related to special education as well as collaborative skills to work collaboratively with other educators and administrators that provide services to school aged children. The minor is appropriate for pairing with any education program.</p>	<p>Special Education Minor Requirements: 15 Hours:</p> <ul style="list-style-type: none"> • EDPS 303 – Introduction to Special Education • EDSP 326 – Development of Communication Systems • EDSP 318 – Assessment in Special Education • EDSP 370- Planning and Implementation of Individualized Plans for SPED • EDSP 365 – Understanding Difficult Behavior
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6. **Fall Schedules** – Dr. Campbell is working on Fall 2021 schedules to make sure everybody has a full load.
7. **Online Elementary Program** – currently have 27 enrolled students. Online section of EDUC306, EDUC307, EDUC308, EDUC309 Fall 2021, and a face-to-face section of each.
8. **TPA** – 3 TPA per faculty (excluding Anita Deck since she reviews all Mini TPA. TPA will be available to grade on March 15th. Please grade by April 2nd

Concord University
Department of Education
February 25, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Reminders:

- February 26th - Teacher Education Application Materials due via LivText
- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- March 10th – midterm grade report due
- March 15th – advising begins
 - Alison Conner will provide current/completed progression sheets for all students in SharePoint next week. Please use these when advising students. DegreeWorks has been having coding issues that are resulting in students taking unneeded courses. Students in the 18-19 or 19-20 Elementary Education catalog are having issues with Degree Works. Degree Works was allowing students to “double dip” their elementary electives and their General Education courses. We are working with the Registrar’s Office to fix the issue.
 - Please be sure to tell students to change catalogs if necessary (noted in email from Alison Conner sent 2/25/21). All students/majors who plan on student teaching Spring2023 or later need to change to the 20-21 catalog to ensure they are taking the correct/updated version of courses. This can be done using the Registrar’s Office form: <https://apps.concord.edu/forms/view.php?id=131330>
- March 15th – submit self-evaluation, peer review/evaluation and updated curriculum vitae to Andrea Campbell & Kathy Liptak. You do not need to re-submit PAS or student evaluations.
<http://www.concord.edu/ConcordUniversity/media/About/Important%20Offices/PDF/The-Faculty-Portfolio-FINAL.pdf>
 - Self-evaluation narrative (6 pages max) including evidence of teaching effectiveness, scholarly and/or creative activities and service.
 - The Curriculum Vita is optional if there is more you want to add that was NOT on the current PAS
- March 22nd – course selection begins
- April 2nd – TPA grades due to students

Updates/Announcements

- February 11th Department of Education Meeting Minutes approved
- Fall schedules are being entered into the system.

New Business

1.Senate bill 14 & 15

- Senate Bill 14 (addressing Alternative Certification) - Member from the American Board gave presentation. This organization provides online modules for individuals with bachelor’s degree. This is a self-paced, 1-year online program. If an individual can pass Praxis II and complete 2 final exams, the individual will be eligible for same license as somebody that goes through a traditional Educator Preparation Program. This will cost \$1900, but a discount available. This program has no GPS requirements, no praxis core requirement, and doesn’t have to be related to bachelor’s degree field.
- Senate Bill 15 - limit pay raises for in-field teachers, unless/until they receive a master’s degree in-field

2.APC Evaluation – please provide feedback on proposed evaluation of administration document to Andrea Campbell

3.Graduate Program - We currently have 69 M. Ed. and MAT students, which is allowing for more course sections, but also requires a very specific rotation to ensure a full course load. Working with Admissions Office on cohesive advertising plan.

4.Clinical Experiences

- TPA - Everybody was sent list of students to review. TPAs are due from students March 15th, please check that they are accessible within a few days. If not, please contact students.
- YLR1 residents are now eligible to substitute.

5.Student Bill of Rights - please review and email Michael Bean your input/feedback by March 5th. Document is available in SharePoint at link below

https://mycuconcord.sharepoint.com/:w:/s/educationdepartment/EXs_8PCQasxDnWwzhZsr4kcB_kyLnIrmzZiSoGajAMjW_Q?e=4zmcjn

Concord University
Department of Education
March 11, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Reminders:

- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- March 10th – midterm grade report due
- March 15th – advising begins
 - Alison Conner will provide current/completed progression sheets for all students in SharePoint next week. Please use these when advising students. DegreeWorks has been having coding issues that are resulting in students taking unneeded courses. Students in the 18-19 or 19-20 Elementary Education catalog are having issues with Degree Works. Degree Works was allowing students to “double dip” their elementary electives and their General Education courses. We are working with the Registrar’s Office to fix the issue.
 - Please be sure to tell students to change catalogs if necessary (noted in email from Alison Conner sent 2/25/21 & on progression sheets). All students/majors who plan on student teaching (YLR2) Spring2023 or later need to change to the 20-21 catalog to ensure they are taking the correct/updated version of courses. This can be done using the Registrar’s Office form:
<https://apps.concord.edu/forms/view.php?id=131330>
- March 15th – submit self-evaluation, peer review/evaluation and updated curriculum vitae to Andrea Campbell & Kathy Liptak. You do not need to re-submit PAS or student evaluations.
<http://www.concord.edu/ConcordUniversity/media/About/Important%20Offices/PDF/The-Faculty-Portfolio-FINAL.pdf>
- March 22nd – course selection begins
- April 2nd – TPA grades due to students, copy Kathy Hawks on emails that contain correction instructions
- April 9th – TEP Portfolio reviews due

Updates/Announcements

- February 25th Department of Education Meeting Minutes approved
- Terry Mullins has announced that he will be retiring at the end of the Spring 2021 semester.
- PDS allotted money for Professional Development that was unable to be used due to COVID. State department is allowing us to pay our Year Long Residency Part 1&2 mentors and candidates this semester.

New Business

- 1. Online Program Courses** – only students in an official online program can register for ‘OL’ sections. These sections will open to all students the first week of class if there are seats remaining.
- 2. Advisee Lists & Completed Progression Sheets** – Alison Conner provided electronic advising materials. These can be accessed by going to SharePoint→Education Department→Advising Materials→Advisee List & Completed Progression Sheets→202102 (Spring 2021). This also includes information regarding TEP status, missing items or catalog change information. If you download the PDF, you will be able to “jump” to specific students’ progression sheets using the bookmarks. If there is an arrow next to a grade of the progression sheet, this means that the course has been repeated or needs to be repeated. The notation “IP” indicates that the course is currently “In Progress.”
- 3. Clinical Experiences** – We are still unsure of which counties, if any, will be open to early clinical experiences in the fall. Students will be provided with the Early Clinical Experience Request form via email from Alison Conner in early August if school systems are open to us. Counties seem to be receptive to summer placements, so hopefully they will be receptive during the fall semester too.
- 4. Graduate Audits** – You may have received an email from the Registrar regarding a graduate. Dr. Huffstetter has requested that we start a graduation audit process when they reach a certain number of hours; this will trigger Registrar’s Office to generate the audit. This is basically a print-out of DegreeWorks. We do this internally within our department at multiple points throughout our program, and DegreeWorks tends to have errors in regards to education majors that we catch during our processes.
- 5. Catalog Change** – changing “EDUC460 Student Teaching - 6 hours” to “EDUC460 Clinical Experience Level V - 12hours”. This is to officially change Student Teaching to match the other leveled clinical experiences, as well as the residency model. Students would take the one 12-hour EDUC460 course, instead of the two 6-hour EDUC460 courses. Nancy Burton motioned to accept, William Williams seconded, all in favor.

Concord University
Department of Education
March 25, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Reminders:

- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- April 2nd – TPA grades due to students, copy Kathy Hawks on emails that contain correction instructions
- April 9th – TEP Portfolio reviews due

Updates/Announcements

- March 11th Department of Education Meeting Minutes approved
- BOG Report due to Andrea Campbell in SharePoint April 2nd

New Business

- 1. Advising Issues** – students have been receiving errors when trying to register for courses. We are working with Registrar's Office to resolve the issue. Please let our office know of any issues that seem to be reoccurring.
- 2. EDSP303** - included in some of the Sociology & Social Work minors. Students are allowed to take the course without meeting the pre-requisites.
- 3. New Faculty Member** - Hoping to get approval to hire for Elementary Education faculty member. Candidate will be expected to be face-to-face 4-5 days per week. Education has the most students across campus. Social Work has the second highest student count, but twice as many faculty as education.
- 4. Employer Satisfaction Data Collection Methods** – having issues in getting data regarding employer satisfaction (low response rate). Dr. Campbell has asked faculty to come up with other means of obtaining this information. Survey emailed to principals of candidates after their 1st year of employment. Dr. Williams suggested making targeted/specific phone calls using a standard set of questions in order to supplement the electronic surveys.
- 5. WVDE developed 3 training modules for Praxis Math Core** – modules began March 8th. We must have a liaison from our department who would work with WVDE to enroll student in WV E-Learn, set up all student accounts, monitor module progress, and when student reaches 80% completion the liaison will have to proctor practice tests (as many attempts as they would need). Once completed, liaison will need to work with WVDE to report data.
- 6. Student Bill of Rights** – SGA representative presented student bill of rights to Faculty Executive Board (FEB). Dr. Deck will send to faculty members. Let her know any comments/concerns.

Concord University
Department of Education
April 24, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Reminders:

- April 30th – Last day of class
- April 30th – LiveText will close for students' clinical experiences
- May 3rd – 7th – Finals Week
- May 11th – Final grades due by noon
- May 14th – TEP admission requirements due for conditionally accepted candidates
- May 19th – Last day to register for Summer1 (minimum 8 for full enrollment)
- June 1st – submit Employer Satisfaction Interview data/summary via SharePoint
- June 1st – submit Case Study Interview data/summary via SharePoint
- June 23rd – Last day to register for Summer2 (minimum 8 for full enrollment)

Updates/Announcements

- March 25th Department of Education Meeting Minutes approved
- Residency Part1 Fall 2021 will have 33 candidates
- Elementary Education faculty position has been posted. All faculty will be able to attend presentations of applicants.
- Social Work is moving into suite 104. We will be moving our copier/supplies to Rm101, and Nancy Burton will be moving her office.

New Business

1. Financial Aid & Minors – Federal Financial Aid will not cover a course that is not part of the 120 credit-hour degree plan. If the minor course is in addition to the 12-hour minimum full-time requirement, the course can be covered by financial aid. If the minor course is being used to obtain at least 12 credit-hours for full-time, the course won't be covered. If we had "elective" courses for flexibility, students could have used the minor courses to fill these spots. Many of our students tend to add minors when they are unable to be admitted to TEP to get a full schedule while they work on Praxis Core exams; they will most likely not be able to do this any longer. We are being told to advise students to drop to part-time, or pay for the course out-of-pocket. We may need to have students attempt praxis earlier, and apply for TEP in EDUC210.

2. Employer Satisfaction Data (William Williams) – We needed to find a way to make this simpler, and easier on the principals. This led the development of a semi-structured interview using open-ended questions. Ideally we would need to target principals we are familiar with, and have built a relationship with. Each faculty will contact 2 principals of graduates that we know where they are teaching, and do a 6 question prompt phone interview (based upon the "Where are they now?" survey. The semi-structured interview is somewhat scripted in order to remain reliable and valid. This can be done via phone, or through Zoom. This will be piloted this semester. Please try to contact principals by June 1st.

Fall 2019 Graduates

- Nancy Burton – will contact Hinton Area Elementary for Cara Altice (Elementary)
- Kathy Hawks - will contact Athens Elementary & Sun Valley for Tyler Weaver (Music)
- William Williams – will contact James Monroe High for Elizabeth Greenlee (MAT Business); will contact Auburn Middle for Kenna Knowles (Health)
- Anita Reynolds – will contact Princeton High for Ashleigh Freeman (MAT Biology)
- Anita Deck – will contact Liberty High for Taylor Blankenship (Math)

Spring 2020 Graduates

- Andrea Campbell – will contact PikeView Middle for Brandon Lester (SPED)
- Kathy Hawks – will contact Elementary for Kandace Barnette (Elementary)

3. Case Study Data – Will be divided between faculty, and will be piloted this semester. We will contact 2 completers from each area (elementary, special education, secondary, reading specialist, educational leadership). Completers will answer 2 interview questions, and they would share their scores that their supervisor conducted on them for specific indicators on the WV Evaluation Rubric of Teachers (WVERT). The same completers will be contacted 3 consecutive years. Please try to contact completers by June 1st.

- Michael Bean - Matthew Thomas (Secondary) & ??? (MAT)
- Andrea Campbell – Alison Miller (Secondary)
- Nancy Burton - Amanda Sesco (Special Education) & Brandon Lester (Special Education)
- Kathy Hawks - Pearl Knott (Elementary)
- William Williams - Wendy Basham (Elementary)