

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

Meeting called to order by Andrea Campbell

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

Reminders:

- September 22nd 2-4pm – Majors & Minors Fair in Ballroom (Michael Bean, Anita Deck, Andrea Campbell will represent)
- September 30th – TEP application materials due via LiveText

Updates/Announcements

- April 22nd Department of Education Meeting Minutes approved
- Grade submission is now being done through BlackBoard
- Tutor.com is available for students to access tutoring services 24/7
- We will be hiring positions of elementary professor and one more, possibly special education.
- Minors will not be covered by Financial Aid unless they are taken in addition to at least 12 hours of major coursework
- Residency Part II candidates will receive a \$2,000 stipend (not TIR or MAT student teachers). Residency Part I candidates will receive \$200 stipend.
- If a student changes their academic catalog, they can only change to the most recent catalog.

New Business

1. SB 14 – Alternative Certification Program – individuals with a 4-year degree in anything can take this program to obtain their initial teaching licensure in WV

- Institutions must submit application. As of June 1st, only WVU has submitted an application. Through WVU students would take two 3-hour courses.
- Students participating in this program would complete coursework, and then be issued a temporary 5-year teaching certificate. They would then need to pass the praxis I and PLT exams and complete the TPA before a permanent license would be issued.
- If we chose to offer this program, we would determine the number of hours and courses, and we would be responsible for developing the courses. Course would need to be aligned to WV PTS.
- HEC representative let us know that this is high priority in the legislature
- Students enrolled in this program won't be included in our completers since we are not the licensing body; WVDE is the licensing body.
- Comments/Concerns:
 - Anita Deck – would this be online or face-to-face? What do we get from this, how does CU benefit?
 - Kathy Hawks & Nancy Burton – who will teach these courses since we are short faculty members?

2. Praxis exemption requirements have changed.

- Exemption requirements now use sub-scores instead of composite scores.
- Students will need to select their exemption on the TEP application (if applicable). They will then be emailed a waiver for their records from Alison Conner.
- Students no longer obtain this from the Registrar's Office.

3. Mursion

- Faculty should look at available simulations so we can intentionally/strategically assign to the appropriate courses/faculty. Send your requested simulations to Anita Deck by September 7th. Please review the PowerPoint presentation from Mursion to review the simulations and avatars
- Each simulation has 5 avatars per class with different personalities/behaviors. You will be provided a list of personalities and prior knowledge of avatars and teaching strategies.
- Faculty will need to complete facilitator training – will complete as a group 2 meetings from today
- Anita Deck has been helping to develop science simulations
- We can choose specific simulations and intensity levels. These simulations can be stopped/started to review strategies with students participating in the simulation (the clock will still run if the simulation is paused).

4. Spring 2022 Schedule

- Spring 2022 will have the “old” and “new” versions of 400+ courses for elementary
- Online elementary program courses are on a set Fall/Spring rotation

5. Committee Elections

- Faculty Executive Board – Michael Bean
- APC – Kathy Hawks
- College Personnel Committee – William Williams & Nancy Burton – propose term limit to BOG due to lack of tenure faculty in a currently small department
- Assessment Committee – Michael Bean
- Faculty Development – William Williams
- Veterans representative – Anita Deck
- Scholarship Committee – Anita Deck

Concord University
Department of Education
September 7, 2021
Department of Education Meeting

Meeting called to order by Andrea Campbell

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

Reminders:

- September 9 – faculty meeting
- September 22nd 2-4pm – Majors & Minors Fair in Ballroom (Michael Bean, Anita Deck, Andrea Campbell will represent)
- September 30th – TEP application materials due via LiveText

Updates/Announcements

- August 24th Department of Education Meeting Minutes table until next meeting
- Send Kim Nichols & Andrea Campbell fall 2021 office hours

New Business

1. Volunteer hours for TEP – volunteer hour requirement in relation to COVID-19 opportunity availability discussed. It was decided to leave the requirement at 75-hours until applications are processed in order to make an informed decision about possible hour reduction. Applications will have until January 1st to complete the 75-volunteer hours.

2. Graduate Program Enrollment

- Andrea Campbell had a meeting with Kathy Liptak and Admissions this week, and discussed the issue of graduate program advertising always being tabled. Amy Pitzer is “in charge” of advertising for the graduate program, but marketing tends to get tabled during meetings. We need a set marketing line item in our budget (Andrea Campbell has been researching this).
- Over the years applicant numbers have dropped, but this year was a significant decrease. In 2018 there were 25 M. Ed. applicants; in 2021 there were 6 M. Ed. applicants. Based upon our data collection, we have a strong program, which leads to the questions of “Why aren’t we getting applications?”
- Upon investigation, it was found that CU M.Ed. program is nowhere to be found in google searches after 8 pages of options. The MAT program was 3 google search pages deep.
- Advertising points: flexible start term, fully online, accelerated option (do-able at 9 hours per term), potential 4+1 with undergraduate programs, removal of GRE/MAT exam requirement, possible auto-admission to M. Ed. program if CU undergraduate, possibility of fee waiver for CU alumni

3. Mursion

- Use ‘MS Meet the Avatars’ in EDUC210 (similar to 1st day of school) – can grow with the teacher candidates through CU courses
- Can view sample simulations on YouTube
- Nancy Burton would like to use the IEP simulation
- Kathy Hawks would like to use the “Read Aloud” and “Bringing Children to the Learning Circle”
- Anita Deck will need 8 hours for EDUC306 and 9 hours for EDUC416
- Michael Bean will be doing a demonstration simulation in next meeting.

4. Online EDA – available for only only programs through Watermark. This would potentially be used for the MAT & Online Elementary programs

5. Employer Satisfaction – data and process reviewed

6. Case Study

- data findings & process reviewed.
- We will follow a spring graduate for 3 consecutive years, evaluating them each spring. Each spring, a new candidate will be added to the case study process.
- The case study is aligned with WV Professional Teaching Standards; WVDE is working on re-calibrating the instrument for pre/in-service teachers
- Guide questions were followed for standardization purposes. These questions can be adjusted based upon re-occurring themes in data

Concord University
Department of Education
September 21, 2021
Department of Education Meeting

Meeting called to order by Andrea Campbell

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

Reminders:

- September 22nd 2-4pm – Majors & Minors Fair in Ballroom (Michael Bean, Anita Deck, Andrea Campbell will represent)
- September 24th 1pm – final TEP Pre-Admission seminar
- September 30th – TEP application materials due via LiveText
- October 6th – midterm grades due
- October 29th – YLR1 application materials due to Alison Conner

Updates/Announcements

- August 24th Department of Education Meeting Minutes approved
- September 7th Department of Education Meeting Minutes table until next meeting
- 2 faculty positions have are now active. Each position currently has 2 applicants (will give time to obtain a “pool” of applicants). William Williams mentioned utilizing salary compression (available/utilized by CU). If we hire new faculty at a higher pay rate, current faculty would receive a raise. This initial salary increase could allow for more/better candidates.

New Business

1. Mursion Demonstration – Andrea Campbell, Michael Bean and William Williams participated in a Mursion demonstration of an upper level elementary classroom during the meeting. Michael Bean participated in the “high intensity” setting. Andrea Campbell participated in the “low intensity” setting. William Williams participated via Zoom in a “low intensity” setting. The objective of the scenario was to get the avatars to agree on 3 classroom rules/standards and to address each avatar (student).

2. WVTPA Policy Changes

- As of last week, we will need to change to EDTPA or PPAT
- As of this week state department will allow HEPC to sponsor a norming reliability and validity study. This will need to be submitted to the WVDE for approval
- 11 out of 14 WV institutions use WVTPA
- WVTPA components are embedded in our coursework, especially EDUC416 Mini TPA
- WVTPA allows us to have control and to score our own students. This allows our students to re-submit after feedback. The EDTPA and PPAT are scored by outside parties.
- WVDE will cover cost of 1st attempt of EDTPA or PPAT beginning September 2024
- Students who fail their first attempt will receive the non-transferable 3-year license (alternative certification). Students will need to re-submit EDTPA/PPAT within 3 years to obtain their transferable license.
- Policy 5100 will be out for comment November 2021. Policy 5202 has closed for comment. Policy 5202 states “performance assessment,” and policy 5100 stimulates what assessment is used.
- If EDTPA is approved, the Praxis PLT exam will go away
- We will receive score reports through ETS for EDTPAs (similar to how we receive Praxis scores)

3. Disposition Assessment trainings – see email from Kathy Hawks for training links. Email certificate to Alison Conner upon completion

- MED faculty must complete EDLDA training
- All faculty must re-certify for EDA
- Faculty teaching online undergraduate or MAT courses must complete DOL (Disposition of Online Learner) training

4. Graduate Program Marketing

- Andrea Campbell had meeting with Red Ventures marketing company. This company would charge \$240 per lead if a person would inquire about a program. They estimate 92-103 leads per month (approximately \$24,000/month cost). Approximately 20% of leads result in application. Of that 20%, 80% will attend institution. The company will only work with us if MBA and MSW are included.
- Need to discuss reducing graduate program tuition rate since we are no longer competitive in this regard.
- Discussed possibility of removing admission fee for CU alumni, or for all candidates.

Concord University
Department of Education
October 5, 2021
Department of Education Meeting

Meeting called to order by Andrea Campbell

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

Reminders:

- October 6th – midterm grades due
- October 15th – EDA, EDLDA, DOL training certificates due to Alison Conner & Kathy Hawks
- October 18th – advising begins
- October 25th – course election begins
- October 29th – YLR1 application materials due to Alison Conner
- October 29th – TEP portfolio reviews due in LiveText (see email from Alison Conner for who to review)
- November 1st – Annual University Assessment Reports due in CAPS. The University Assessment webpage has a training video, or you can reach out to Amanda Sauchuck
- December 3rd – last day of Early Clinical Experiences & Residency I placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)
- December 10th – last day of Residency II placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)

Updates/Announcements

- Minor Policy – students can add a minor course if they have 12-hours of content coursework
- Students must have 6-hours to receive financial aid over the summer. Can be 3-hours each summer term, or 6-hours in 1 summer term
- Registrar's Office no longer accepting paper add/drop forms. Please use the MachForm to add/drop students
- September 7^h & September 21st Department of Education Meeting Minutes approved

New Business

1. SPA vs. WVDE Content Area Program Approval (CAPA)

- Andrea Campbell will be going to meeting in Charleston with CAPA workgroup regarding the version presented by the WVDE. WVDE got rid of CAPA workgroup information which streamlined the process, especially for smaller programs, and presented their own version instead.
- The CAPA process is more in-depth/difficult than SPA
- Under WVDE CAPA, programs must have 15 graduates over 5 years. Otherwise, program will be placed on probation. Programs on probation can not accept any new students, must submit a review to the program review board, and be re-reviewed by the HLC. This policy would “kill” our music and general science programs. Policy is aimed after quantity of program graduates, instead of quality of the program.
- If all institutions want to use the WVTPA, Andrea Campbell will organize a WVTPA reliability & validity study

2. Provost Items

- Wants us to look at size of programs for education majors to see if there is space for electives – our programs have no room for electives in order for us to meet CAEP policy, professional organization standards and for our students to receive content needed to pass Praxis exams.
- Courses need a minimum of 10 students. If less than 10, faculty will be paid per head, and course won't count towards load
- Wants us to consider over-enrolling instead of offering 2 sections

3. Faculty Executive Board Items for 10/11/21 meeting

- Faculty Handbook: Provost will be presenting to Faculty Executive Board 10/11/12 - Department Chairs should be appointed by Provost instead of elected by department. If not appointed, increase term to 7 years. Andrea Campbell questioned the impact on shared governance (appointed vs. elected)
- Full Professor to Distinguished Professor – 8 faculty members were eligible, but there's only financing available for 2. Faculty were emailed regarding promotion. This comes with a pay raise.

4. Teacher Education Program

- Fall 2021 applicants were reviewed - 29 applicants for Fall 2021, 8 students should have applied but did not
- Andrea Campbell will be reviewing late applicant portfolios
- Elementary Majors may use BIOL110 as their lab-science course, if they haven't taken PHSC103 or PHSC104/GEOL101

5. Introductory Education Courses

- Andrea Campbell proposed removing the EDUC210 & EDSP303 co-requisite requirement. This would allow students interested in education to take one course as an elective instead of having 6-hours of courses. This would also allow students enrolling in EDSP303 as part of Early Intervention Minor to do so without having to enroll in EDUC210. We would still “strongly encourage” students to take EDUC210 & EDSP303 concurrently, but it wouldn't be required
- William Williams suggested adding EDUC210 to the ‘Social & Behavioral Science’ General Studies section to allow students interested in education, but may be a different major, take the course.

6. M.Ed. and MAT Program – 6hr, 9hr and 12hr ‘fast=track’ options presented and reviewed

Concord University
Department of Education
October 19, 2021
Department of Education Meeting

Meeting called to order by Andrea Campbell

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

Reminders:

- October 25th – course election begins
- October 26th – Elementary faculty candidate, Thomas Eubanks, presentation at 1:00pm
- October 29th – YLR1 application materials due to Alison Conner
- October 29th – TEP portfolio reviews due in LiveText (see email from Alison Conner for who to review)
- November 1st – Annual University Assessment Reports due in CAPS. The University Assessment webpage has a training video, or you can reach out to Amanda Sauchuck
- December 3rd – last day of Early Clinical Experiences & Residency I placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)
- December 10th – last day of Residency II placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)

Updates/Announcements

- Summers County principals will be meeting with YLR1 candidates 10/27/21
- Mercer, Monroe, Raleigh, Summers & Wyoming counties are taking CTR applications now for spring 2022. Students need to finish their placement, and make up any snow days by 12/15/21
- YLR1 and YLR2 candidates are allowed 4 absences – these can be used for COVID, personal issues, etc.
- When creating spring 2022 syllabi be sure to update CAEP and ACEI standards – CAEP has taken over the elementary standards
- CAEP-Con will be virtual Fall 2021 and can be watched on YouTube

New Business

1. Sheila Womack – student concerns

- Freshman & sophomore students are struggling a lot due to COVID in high school years. 14% of midterm grades were ‘F’, 21% were ‘D’, which is a significant increase from Spring 2021. How can we help? What have come of the challenges been?
- Burton: getting back face-to-face has helped. There needs to be more accountability and less leniency
- Williams: sporadic attendance, “fake” COVID symptoms, students have “latched-on” to COVID world flexibility/leniency. Invited Sheila to attend FEB or Faculty Assembly meeting to present these ideas
- Campbell: students last few high school years were non-existent. Our expectations are the same, but the students are not used to the high standards, and we cannot lower the bar. Students seem to expect extensions because that is what they are accustomed to. We continue to offer support, but students do not take advantage of the support. ACT/SAT test being optional for CU admission has hurt us because we do not know what courses to put them in. High level of “canned courses” seems to lead to students not being able to connect with professors, so they get lost early on.
- Hawks: all levels of students have a relaxed attitude, or expect exceptions to be made for almost everything. They use COVID as an excuse, and aren’t being held accountable. Solutions will cost time and money, there is no easy fix – whatever is decided administration needs to support the plan
- Bean: proposed a summer bridge program for students identified as needing assistance; if they don’t pass the bridge program they can’t enroll in courses. Is there grant money available for something like this?
- Womack: imbed tutoring or other support services as a course requirement for general education courses

2. FEB-Michael Bean

- There was only enough money for 2 distinguished professor promotions. A letter was sent out 10/12 stating that finances would be re-reviewed
- Elected vs. Appointed Chair – some departments could benefit from appointed instead of elected. Dr. Burton inquired if departments would be able to decide if they way elected or appointed.
- Rotate every 3-5 years instead of appointment

3. Online Education Committee

- We will need to elect a committee member. This will replace quality matters, and will allow for internal course review to ensure online courses are quality courses. Michael Bean may be interested pending additional information

4. Catalog Change

- Reading Specialist: pre-requisites removed from all courses except RDNG560 to allow for better rotation and potential fast-track. Nancy Burton motioned to accept, all in favor.

5. SPA vs. CAPA meeting

- All WV institutions were on the same page regarding CAPA issues, and were reassured that this was just a draft and it will be revised
- Graduate programs are required to complete a SPA
- WVTPA reliability data has been assessed and will be presented to WVDE

Concord University
Department of Education
November 2, 2021
Department of Education Meeting

Meeting called to order by Andrea Campbell

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

Reminders:

- November 5th - WVTPA submissions due - Once graded, please do not release them until 4:00 on November 15th.
- November 12th - Beverly Phelps will be on campus to interview for the special education position. Kim is developing the itinerary and will distribute it once finalized
- November 15th 4:00pm – WVTPA grades can be released to students
- November 15th 3:00pm – EPPAC meeting. December 3rd – last day of Early Clinical Experiences & Residency I placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)
- December 7th – Holiday Party - The group is in favor of food, fellowship, and our traditional game.
- December 3rd – last day of early clinical experiences (hours must be logged & approved, all evaluations/EDAs completed in LiveText)
- December 10th – last day of Residency II placements (hours must be logged & approved, all evaluations/EDAs completed in LiveText)
- December 10th – TEP conditional acceptance terms must be met. If Praxis Core exam is not passed by this time, students will receive a denial letter. Should they pass the exam over break, they need to let Alison Conner and Andrea Campbell know before the start of the spring term.

Updates/Announcements

- October 5th Department of Education Meeting Minutes approved
- October 19th Department of Education Meeting Minutes tabled until next meeting
- The elementary faculty position has been offered to Brenda Epling. Mrs. Epling is working with Raleigh County Schools to determine if she may be released from her contract.
- When creating spring 2022 syllabi be sure to update CAEP and ACEI standards – CAEP has taken over the elementary standards. New standards for spring 2022 syllabi:
 - Initial: <http://caepnet.org/~media/Files/caep/standards/2022-initial-standards-1-pager-final.pdf?la=en>
 - Advanced: <http://caepnet.org/~media/Files/caep/standards/advprogramstandards-onepager-final.pdf?la=en>
 - Elementary: <http://caepnet.org/~media/Files/caep/standards/2018-caep-k-6-elementary-teacher-prepara.pdf?la=en>

New Business

1. SPED Catalog Changes – Dr. Nancy Burton

- Dr. Burton presented a catalog change form amending the Special Education Content requirements. EDSP 265 has not been offered in quite some time and has been substituted by EDUC 304. This course has worked well in the program and has also helped prepare students for the Early Childhood Special Education Praxis exam. Dr. Hawks made a motion to approve the catalog change; Dr. Deck second the motion. 6 members approved the motion; 1 is opposed

2. Recruitment video ideaB-Michael Bean

- The WVDE has asked for recruitment videos for initial certification programs. They have not provided any guidelines for the videos. Dr. Campbell has asked the department to share ideas. There was discussion on who could film and edit the project. Dr. Bean will inquire with the Advancement Office on who could take on this project. He will report back tomorrow.

3. Advising Issues

- The department has received many reports from students not being able to register for classes that they are eligible to enroll in. Dr. Campbell asked the group to share registration difficulties that they are aware of. Kim and Alison will create a list of these problems.
- A lack of course sections has created a serious problem. Seats that are reserved for online students are in jeopardy of being filled by traditional students. If a course is full and the student needs it next semester, Dr. Campbell asked faculty to report these situations to our office and we will start a list.

4. EPPAC Meeting Preparation

- A representative from the WVDE will be present. This will be a good time to ask questions and voice concerns of new policy.
- Praxis II content test data will be shared with secondary representatives
- Student representatives need to be recruited. Dr. Campbell asked the group to consider and nominate students who would be a good addition to the council.

5. APC – Kathy Hawks:

- Dr. Hawks reported from the recent APC meeting. The University is considering working with Follet on developing a flat fee for text books. The goal is to have textbooks available and in students' hands by the first class meeting.
- Faculty withdrawal of students from class has created some financial and eligibility problems for students. Discussion followed regarding situations of why a course professor might remove an inactive student from a class. Dr. Hawks asked faculty to email her with specific concerns and/or questions and she will report back to APC. She also requested discussion topics to be shared at APC meetings.

Concord University
Department of Education
February 1, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, William Williams, Michael Bean, Brenda Epling

Reminders:

- February 4th – Faculty Assembly meeting – voting regarding firearms on campus bill
- February 28th – TEP applications due
- March 2nd - midterm grades due
- March 3rd – “Data Day” with TEPLC Partners. Praxis data will be reviewed.
- March 7-11 Spring Break
- March 14-25 Advising
- March 21-25 Course selection
- April 11th – Summer I Early Clinical Experience Request Form due to Alison Conner
- Case Study and Supervisor Satisfaction structured interviews at the end of this semester
- TPA Inter-Rater Reliability will need to be completed this semester

Updates/Announcements

- October 19th and November 2nd Department of Education Meeting Minutes approved
- Courses have been moved to Spring only offerings for face-to-face sections: EDUC418, MATH305, BIOL110, ART200/MUS204/PE401.
- Nancy Burton announced her retirement; effective at the end of the summer II term.

New Business

1. Summer Pro-Ed Early Clinical Experiences

- Since experiences have changed from 25-hours to 45-hours, early clinical experiences are difficult to complete during summer I since schools let out in early June. We were denied the request to have students begin their experiences early, before the start of the summer I term.
- If currently enrolled in early clinical experience, student can continue with same mentor as long as they do not need a different level for licensure purposes. Student will need to stop going to placement until summer I term begins.

2. WVDE “Grow your Own” Initiative

- WV Careers in Education will be going away, and will be replaced with Grow your Own.
- High school juniors and seniors will begin taking dual credit coursework, including education coursework. They will complete placements in their school.
- WVDE will be meeting 3/16 to review
- If we don't offer our courses at the high school level, WVDE will develop and teach their own. If we develop our own program, it would have to be online in order to allow students to complete placements. Once we develop the program, we can present it to superintendents. This would make it uniform, and may allow for increased enrollment.
- Students would be in Residency I during their “sophomore” year at CU. They would graduate, and be licensed teachers at 20 years old.
- 2 local superintendents have already reached out to us regarding this program.
- Students would take EDUC306 during 1st semester at CU. Meaning, they would need to apply and be accepted into the TEP prior to graduating high school.

3. APC – Kathy Hawks

- Met on January 31st – talked about doing away with early registrations since students don't utilize it. Almost half of CU students qualify for this now, resulting in “what's the point” conversations
- Nancy Burton suggested keeping the program for Student Support Students and veterans
- Anita Deck suggested making the policy of “if you don't use it this semester, you can't use it next semester”
- William Williams suggested keeping the program for athletes in order to accommodate practice schedules and games.

4. Department Chair Nominations/Vote

- Department Chair is re-elected every 3 years. Andrea Campbell provided faculty with a copy of the process to be reviewed before the vote was held, and read the policy in the meeting prior to the vote.
- Kathy Hawks nominated Andrea Campbell for re-election. Nancy Burton seconded.
- Andrea Campbell was unanimously re-elected through secret ballot.

Concord University
Department of Education
February 15, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, William Williams, Michael Bean, Brenda Epling

Reminders:

- February 22nd - EdTPA Presentation
- March 2nd - midterm grades due
- March 3rd 9am-1pm – “Data Day” with TEPLC Partners. Praxis data will be reviewed. Lunch will be provided.
- March 7-11 Spring Break
- March 14-25 Advising
- March 21-25 Course selection
- April 11th – Summer I Early Clinical Experience Request Form due to Alison Conner

Updates/Announcements

- February 1st Department of Education Meeting Minutes approved
- Anita Deck published section in book enhancing elementary teaching through design based learning
- Andrea Campbell received National Science Fund (NSF) grant for \$125,000 for this year’s capacity building. If successful, we will be granted substantially more in subsequent years.
- Brenda Epling will be having a paper published online
- Revised posting for the Elementary/Special Education position was submitted
- APC voted to do away with early enrollment for all students
- Revised Faculty Handbook will be coming out for review. Send comments to Michael Bean for review. Faculty Executive Board will review at 3/2 meeting. At 3/24 meeting it will be presented to Faculty Assembly, and will be voted on at last Faculty Assembly meeting at end of April

New Business

1. PPAT Presentation

- State department changes policy, and institutions must now choose between PPAT or EdTPA (Pearson product), instead of WVTPA
- Initial submission is \$300. WVDE will cover this for the first year PPAT is used. After that, there is no guarantee cost will be covered.
- PPAT is \$75 per section to resubmit
- Impact on student learning through pre/post testing not included in PPAT or EdTPA. We use this data for CAEP

2. TEPLC Meeting – “What can we do to help you?”

- Fall 2018 was the last time our partners were on campus. We did a “gallery walk” during this meeting, where strengths and weaknesses of our student’s were addressed. We utilized this information to make programmatic changes, and create informational seminar for students.
- This would be beneficial to do again to see if the same issues arise, or if there are new concerns. We will use the same topics again.

3. Data Review in Anticipation of TEPLC Meeting - Reviewed 2020-21 completer data. Overall data is positive and encouraging

- **Advanced Program Graduate Surveys:** These surveys were co-constructed with TEPLC partners at Fall 2018 meeting. We administer the survey digitally, but have had very low response rates from completers and employers. This results in extremely limited data, but the data we have is very positive. Due to low response rate, we need to look at developing other data collection for the graduate programs
- **CU Exit Interview:** This is an in-house survey, and is not CAEP sufficient. We have excellent completion rate since it is administered prior to graduation, during Residency II. Provides consistent, and useful data that has led to programmatic changes implemented Fall 2021. Overall positive comments from program completers, especially in reference to the mini-TPA and the substitute teaching opportunities.
- **EDA:** We are now able to track this instrument through all administration points. Undergraduate students improved in all dispositions. MAT students decreased slightly; this could be due to the entry and mid-point distribution not following the correct order.
- **EDLDA:** Generally improved in all dispositions
- **NEXT Survey:** Exit survey is completed during Residency II or Student Teaching. One year later, a follow-up survey (Transition to Teaching) is sent by NEXT to students and supervisors. Survey indicates that we have very strong mentors for residency candidates
- **WVERT** – Completed during Residency I and Residency II by mentor. There is improvement in all elements from Residency I to Residency II. Elements 1.1 and 1.2 score drastically lower than the rest of the instrument; these related to knowledge of subject and instructional design. Standard 7 scores lower than other standards; this standard is related to professional conduct. MAT Business candidates score the lowest overall.
- **STOT:** Completed during Residency I and Residency II by university supervisor. Overall positive data. Standard 5 scored lowest overall. Secondary majors tend to score lower than Elementary or Special Education students.
- **Praxis II** – Elementary Science and Social Studies have lower pass rates than other elementary subject assessments, or secondary content knowledge exams. Pass rates generally improve from Spring 2020 to Fall 2021, but are consistently low.
- **Where are they now?:** tabled until next meeting

4. Residency II - Substitute Teaching

- Students were substituting without being paid. They now can be paid to substitute 10 days per month. This must be completed in their host school. WVDE created a state-wide waiver to allow this to occur.

Concord University
Department of Education
March 1, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, William Williams, Michael Bean, Brenda Epling

Reminders:

- March 3rd 9am-1pm – “Data Day” with TEPLC Partners. Praxis data will be reviewed. Lunch will be provided.
- March 7-11 Spring Break
- March 15th – WVTPA Inter-Rater Reliability training @ 1pm
- March 14-25 Advising
- March 21-25 Course selection
- March 22nd – Educators Rising Conference
- March 28th – TPA grades due
- April 8th – TEP portfolio reviews due
- April 11th – Summer I Early Clinical Experience Request Form due to Alison Conner
- April 15th – Honors Banquet @ 630pm
- April 30th – Spring 2022 clinical experiences must be completed, and EDA submitted

Updates/Announcements

- Invited to Educators Rising Conference for high school student competition (WV Careers in Education Programs). They would like volunteers for judges.
- APC is re-reviewing early registration policy because many students may lose grants related to veteran or special needs status

New Business

1. TEPLC Data Day

- We will do a gallery walk, followed by round table discussions about the following topics: lesson plans, technology, essential characteristics, what would schools like to know about candidates before placement begins. CU faculty will disperse evenly among tables of TEPLC partners.

2. Supplemental Teaching Contracts

- Provost sent document to Department Chairs. It describes overloads, summer pay and “what if” situations. Decisions regarding whether or not a course will “make” is due the Monday before the term start date.

TERM	LEVEL	STUDENTS NEEDED FOR FULL PAY	PAY PER STUDENT PER HOUR IF NOT FULL
SUMMER	100-200	8	\$150
SUMMER	300-400	6	\$150
SUMMER	500+	6	\$150
FALL	100-200	8	\$75
FALL	300-400	6	\$75
FALL	500+	6	\$75

3. Honors Awards

- Honors banquet for 2021-22 will be 4/15/22 at 630pm. We will need representatives to hand out the Outstanding Education Major awards
- Nominations:
 - Elementary: Morgan Ballard, Steven Brown, Karlee Smith, Chloe Martin – Steven Brown won by unanimous vote
 - Secondary: Matthew Harvey – Matthew Harvey won by unanimous vote
 - Special Education: Caitlin Stump, Logan Feller – Caitlin Stump won by unanimous vote

4. Online Committee: Michael Bean

- CU will be moving to Blackboard Ultra – more efficient, nicer design.
- CU committee will review online courses instead of Quality Matters. The rubric to review courses will be made available on Sharepoint

5. “Where are they now?” Survey

- In-house survey we send to graduates 1 year after graduation. Historically, we have a very low response rate (8 responses for 2020-21 completers)
- We need to reach out to students and supervisors interviewed last year, and re-interview them for year 2. They will be interviewed again one more time for year 3. Once three years of interviews are completed on these graduates, we will need to select new graduates to follow.

Concord University
Department of Education
April 5, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, William Williams, Michael Bean, Brenda Epling

Reminders:

- April 8th – Elementary/Special Education candidate on campus (Melissa Goodson)
– TEP Portfolios due, IRR portfolio due
- April 11th – Summer I Early Clinical Experience Request Form due to Alison Conner
- April 13th – Special Education candidate on campus (Srene Lokay)
- April 15th – Honors Banquet @ 630pm
- April 29th – Spring 2022 clinical experiences must be completed, and EDA submitted
– Fall 2022 Early Clinical Experience Request Forms due to Alison Conner
– Last day classes / Last day to withdraw
- May 2nd – 6th – Final Exams
- May 10th – Final grades due in MyCU by noon
- May 16th – Last day do cancel Summer I courses (see 3.1.22 minutes for minimum student requirements for full-pay)
- May 23rd – Summer I begins
- June 1st – Focus Interviews completed, and data added to chart in SharePoint

Updates/Announcements

- 2/15/22 and 3/1/22 minutes approved
- Positive Behavior Support Coordinator position has been filled. Jesse Yuhas will begin on April 28th; his office will be 101A
- 4/8/22: Melissa Goodson will be on campus for an interview for the Elementary/Special Education position.
- 4/13/22: Srene Lokay will be on campus for an interview for the Special Education position. The search committee from Brenda Epling’s hiring process will now be the search committee for this Special Education position.
- Technology Committee (Michael Bean) – no new updates
- APC (Kathy Hawks) – still working on withdraw policy

New Business

1. TEP Requirements

- PHSC104 and PHSC104/GEOL101 aren’t being offered frequently enough for candidates to take the one of the courses prior to TEP application. One of the courses is currently needed to fulfill the General Studies Natural Science admission requirement.
- Anita Deck motioned to indefinitely remove the Natural Science course from TEP admission requirements effective Fall 2022 for all majors; Kathy Hawks seconded; all in favor.

2. Focus Interview & Case Study

- 2019-20 completers will move to year 2, and will be interviewed again this year by the same person who interviewed them last year.
- Completers need to be interviewed by June 1st, and data added to the chart in SharePoint.
- 2020-21 completers will become year 1, and move to year 2 next year. Completers and supervisors will need to be interviewed.

COMPLETER	MAJOR	LOCATION	COMPLETER INTERVIEWER	SUPERVISOR INTERVIEWER
Kaitlyn Kennedy	Elementary	Southside K8	Kathy Hawks	Michael Bean
Bridget Waugh	Elementary	Lashmeet Matoaka	Kathy Hawks	Michael Bean
Ryan Muse	SPED	Princeton High	Nancy Burton	Michael Bean
James Sparks	Secondary SS	Riverview High	Anita Deck	Anita Deck
Susan Ellis	MAT		Andrea Campbell	Andrea Campbell
Joshua Craig	Secondary ENGL	Woodrow Wilson High	Willy Williams	Willy Williams

3. CAPA – what state is working on to replace SPAs

- The state department took feedback, and removed some restrictions. All programs will submit an assessment every 7 years. Andrea Campbell will be going to Charleston on 4/7/22 to review the current draft.
- 4 institutions will be piloting CAPA spring 2023. We are not sure when CU will need to complete CAPA, so programs may want to move forward with SPA just in case since SPAs are due fall 2024.
- SPAs will allow programs to be nationally accredited; CAPA will not be nationally accredited.

4. Grow Your Own – replacing WV Careers in Education Program

- Students will complete 1 year of college credit throughout 9-12 grade. The tuition will be fully covered by WVDE
- Students would complete clinical experiences outside of their school if secondary majors.
- Students will then complete 2 years of coursework at CU, then 1 year of residency. The residency for these students will be different than normal. They will need to complete residency in the county they began the program. They will be provided increase support from the county and mentor. Students will be paid for the entire residency year, and will be guaranteed a position in the county upon graduation
- WVDE developed education courses (1306, 1307, 1308) will be counted for our EDUC210, EDUC304 and EDUC305.
- Students will need to successfully complete Praxis Core before they graduate high school, allowing them to begin upper level education coursework their first semester at CU

5. Clinical Experience Requirements – Kathy Hawks

- We need to make uniform tasks/requirements/expectations for each level of clinical experience. They need to be clear so students and mentors will know exactly what to expect, and what the expectations are. Requested from TEPLC partners, and needed based upon interactions in the field with our candidates.
- Kathy Hawks requested a specific list of tasks that need to be completed for each clinical experience level (I, II, III), and that the list be brought to the 4/19/22 department meeting.

Concord University
Department of Education
April 19, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Nancy Burton, William Williams, Michael Bean, Brenda Epling

Reminders:

- April 29th – Spring 2022 clinical experiences must be completed, and EDA submitted
 - Fall 2022 Early Clinical Experience Request Forms due to Alison Conner
 - Last day classes / Last day to withdraw
- May 2nd – 6th – Final Exams
- May 10th – Final grades due in MyCU by noon
- May 16th – Last day to cancel Summer I courses (see 3.1.22 minutes for minimum student requirements for full-pay)
- May 23rd – Summer I begins
- June 1st – Focus Interviews completed, and data added to chart in SharePoint

Updates/Announcements

- 4/5/22 minutes tabled until 5/3/22 meeting
- Our custodian, Brenda, is retiring this semester. Please consider contributing \$5 to a retirement gift; give money to Kim Nichols

New Business

1. NExT Exit Survey → Sky Factor

- HEPC is switching from NExT to Sky Factor for exit surveys for undergraduate, MAT and M. Ed programs.
- We will be piloting Sky Factor this semester. Survey will be sent to current Residency II candidates to complete electronically by May 6th. If they don't complete it, they will complete it on campus on May 7th
- Sky Factor for M.Ed. will be launched in EDEL560 & RDNG560. Some questions aren't applicable to M.Ed. candidates, but they will be given an N/A option on the survey.
- Sky Factor instrument can not be changed, but we can add 20 questions to it. We will add our in-house exit survey questions to the Sky Factor survey to "merge" the two surveys. Additional questions must be applicable to undergraduate, MAT and M. Ed. Candidates.
- Sky Factor survey questions were reviewed, along with our in-house exit survey questions. The following additions were discussed regarding additional Sky Factor survey questions
 - Add an alternate email so candidates can be sent the follow-up graduate survey 1 year after graduation
 - Eliminate questions about individual courses since they are covered on CU course evaluations
 - Ask question about what candidates are most satisfied and least satisfied with, and have them explain
 - Continue to use 'Repour with Supervisor' survey in LiveText as supplemental information/data.

2. CAPA – what state is working on to replace SPAs

- If you submit a SPA and it's approved, you do not need to submit CAPA. If SPA is not approved, or if a program doesn't have a SPA, a CAPA will need to be completed
- Will not be available for advanced programs (M.Ed.)
- CAPA will be piloted next year with institutions that aren't part of CAEP. CAPA will then be revised, and will then be made available for all other institutions. CAPA won't be fully implemented by Fall 2024 when SPAs are due.
- CAPA will use Canvas platform, but it hasn't been developed yet.

3. MAT Overall GPA – entry requirement

- CU currently requires a 2.75 overall undergraduate GPA for MAT admission. WVDE Policy only requires a 2.50 overall GPA for admission into an initial licensure program, as long as the cohort GPA is 3.00. Once candidates are accepted into the MAT program, their undergraduate GPA is irrelevant to their graduate program. The undergraduate GPA is strictly a formal admission requirement.
- We have been having to turn away MAT applicants whose overall undergraduate GPA was between 2.50-2.75. We are not in a place to be turning away program candidates.
- William Williams motioned to lower the MAT overall GPA admission requirement to 2.50 to match WVDE policy. Anita Deck seconded. All in favor.
- Initial Certification Program Admission will now require 2.50 Overall GPA with a 3.00 co-hort GPA. We will incorporate MAT applicants in with undergraduate TEP applicants to calculate co-hort GPA. Both programs are initial licensure.
- This will need to be taken through the appropriate channels to have it reflected in the Academic Catalog

4. Course Review – Michael Bean

- Review BlackBoard Ultra (3rd revision) – provide comments to Michael Bean at next department meeting
- Dr. Williams received conflicting information regarding the use of BlackBoard Ultra, and proposed the question as to whether or not CU was moving forward with it. Michael Ben is going to look into this further, and confirm whether or not CU will be utilizing BlackBoard Ultra.

5. Clinical Experience Expectations

- We need to make uniform tasks/requirements/expectations for each level of clinical experience. They need to be clear so students and mentors will know exactly what to expect, and what the expectations are. Requested from TEPLC partners, and needed based upon interactions in the field with our candidates.
- Kathy Hawks will draft a letter to send to mentors and TEPLC partners. This will allow for clear expectations, and the opportunity to co-construct clinical experience guidelines.
- Specific expectations and tasks for each clinical experience level were discussed and established

CLINICAL I	CLINICAL II	CLINICAL III
<ul style="list-style-type: none"> • Observe • Participate in classroom activities • Teach 2 lessons, 10-15 minutes each. Small group instruction, stations • Create lesson plans • Lesson design rubric completed by professor • Lesson delivery rubric completed by mentor • Participate in one of the following duties: recess, bus, lunch 	<ul style="list-style-type: none"> • Observe • Participate in classroom activities • Teach 2 lessons, 15 minutes each. Small or whole group instruction • Create lesson plans. Include: Behavior objectives, technology • Lesson design rubric completed by professor • Lesson delivery rubric completed by mentor • Participate in the following duties: recess, bus, lunch • Attend IEP meeting, SAT meeting or SOX meeting 	<ul style="list-style-type: none"> • Observe • Participate in classroom activities • Teach 3 lessons, 20 minutes each • Create Lesson plans. Include: Behavior objectives, instructional models (other than D.I.), Blooms Taxonomy, engaging hands-on activities, differentiated instruction, includes technology • Lesson design rubric completed by professor • Lesson delivery rubric completed by mentor • Participate in the following duties: recess, bus, lunch • Attend parent conference • Attend BOE meeting • Attend IEP meeting, SAT meeting or SOX meeting

Concord University
Department of Education
May 3, 2022
Department of Education Meeting

Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, William Williams, Michael Bean, Brenda Epling

Reminders:

- May 10th – Final grades due in MyCU by noon
- May 16th – Last day to cancel Summer I courses (see 3.1.22 minutes for minimum student requirements for full-pay)
- May 23rd – Summer I begins
- June 1st – Focus Interviews completed, and data added to chart in SharePoint
- July 7th 6-8pm – Education alumni event & Nancy Burton retirement celebration
- August 8-10 – Danielson framework training with representative
- August 8th – fall 2022 semester activities begin

Updates/Announcements

- 4/5/22 minutes approved
- 4/19/22 minutes tabled until 5/3/22 meeting
- Our custodian, Brenda, is retiring this semester. Please consider contributing \$5 to a retirement gift; give money to Kim Nichols

New Business

1. Early Clinical Experience Expectations (Kathy Hawks)

- Kathy Hawks sent early clinical experience guidelines to faculty to review. Faculty reviewed and approved the guidelines during this department meeting. Kathy Hawks will send the guidelines to CPAC & CTEC partners for review to include them in the collaboration process. Once approved by our partners, the guidelines will be submitted to faculty for a final approval before being provided to requested schools.
- Kathy Hawks will provide all clinical experience level I, II & III candidates copies of the guidelines during clinical experience meetings, and will review them in detail during semesterly meetings.

2. Inter-Rater Reliability (IRR) & Teacher Education Program (TEP)

- Spring 2022 TEP IRR data was reviewed. Upon review, it was determined that the TEP portfolio rubric will need to be revised for fall 2022 applicants:
 - Correlation to standard – the rubric states “correlation to standard,” but not specifically to a WVPTS standard
 - Response to feedback – rubric is very vague. The feedback must come from clinical experiences or volunteer hours; this will correlate all portfolio sections to teaching
- Andrea Campbell will take this feedback and revise the TEP Portfolio Rubric. The revised rubric will be brought back at the next department meeting for faculty review/approval.

3. Budget

- We have money left in our FY22 departmental budget. We will be purchasing:
 - Serta office chairs for faculty members
 - department refrigerator
 - standing desks
 - TV for walls in Admin 100 and Admin 136 – will allow for better virtual/ZOOM class meetings
 - Admin 100: blinds, stools, new tables (will increase seating capacity to 30) – will allow for flexibility
- Proposed funding for professional association memberships and travel to conferences. This is in preparation for program/SPA approval