

**Division of Education
Division Meeting Minutes**

August 26, 2016

Division Members Present

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

Updates and Reminders

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

Approval of Minutes

Minutes from the August 12th meeting were approved.

Special Presentation

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

New Business

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

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

Committees: Elections and Appointments

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

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

CAEP Updates

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

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

NON-Agenda Items

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

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

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

Professional Development Schools

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

The meeting was adjourned at 3:45 PM.

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

Members Present:

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

Minutes from last meeting were approved

Updates and Reminders

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

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

New Business

CAEP Updates

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

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

- 2) EPP (Program) assessments:

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

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

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

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

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

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

TWS and Final Student Teaching Evaluation

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

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

Spring Course Offerings

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

Other Discussion:

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

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

Respectfully submitted by A. Campbell
9/9/16

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

Members Present:

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

Minutes from last meeting were approved

Updates and Reminders

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

New Business

Teacher Education Applicants

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

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

Student Teachers TPAs Data

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

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

Spring Course Offerings

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

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

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

Ed Leadership Position Announcement

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

Elementary Education and Secondary Education Programs

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

Other Discussion:

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

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

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

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

Respectfully submitted by K. Hawks
12/08/2016

Division of Education
Minutes
January 26, 2017

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted by:

Kathryn L. Liptak
1-27-2017

Division of Education

Minutes

March 23, 2017

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

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

Announcements

April 22, 2017

New Student Orientation

May 10, 2017

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

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

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

From Dean's Staff

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

Election of Division Chair

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

Discussion Concerning Ed Leadership Position

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

Social Studies Block Discussion

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

Business, Art and Music Education Program

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

DeNuzzo Award

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

Education Student of the Year

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

Elementary—Sarah Woody

Secondary—Allison Whitener & Richard Woods

Early Childhood Special Education—Samantha Higgins

SPA Reports and Updates

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

Teacher Education Admission Information

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

University 100

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

Courses after Admission to Teacher Education

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

Course Changes

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

The meeting was adjourned at 3:20 PM.

Respectfully submitted,

Terry W. Mullins

Division of Education Minutes

April 6, 2017

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

The meeting was called to order by Dr. Druggish.

I. Updates

April 7 Admitted Student Day

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

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

May 10 Summer School I decisions will be made.

II. New Business

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

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

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

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

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

Committee Reports

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

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

Respectfully submitted,

Lethea Smith

Department of Education
August 10, 2017
Minutes

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

The following updates were shared

Updates and Reminders:

ASAP – Conflict of Interest/Commitment Declarations to Provost

Friday, August 11 – Faculty available in offices for advising

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

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

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

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

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

New Business:

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

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

The following elections/appointments to committees were made:

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

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

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

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

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

Department of Education
August 31, 2017
Minutes

Present:

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

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

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

Updates and Reminders

Friday, September 1 – Last day for adding courses

Monday, September 4 – Holiday – No Classes

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

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

Friday, September 15 – Final spring 2018 course schedules

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

New Business

1. Elections and Appointments of Committee Memberships

Committees:

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

2. Admission to Teacher Education

Portfolio and Rubric

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

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

EDUC 210 Field Experience Evaluation and Professor Evaluation (Dispositions)

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

EDUC 210 and SPED 303 will be taken concurrently

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

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

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

Seminars for Portfolio Requirements (EDUC 210 and EPAT)

September 2017 for students applying spring 2018

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

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

3. WVPTA Updates and Evaluator Training Workshop schedule

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

4. Advising for spring 2018 (plan and schedule)

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

Respectfully Submitted,
Dr. Nancy G. Burton

Department of Education
September 7, 2017
Minutes

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

Announcements:

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

Updates and Reminders

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

New Business

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

Department of Education
September 21, 2017
Minutes

Called to order by Richard Druggish

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

Announcements:

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

Updates and Reminders

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

New Business

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

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

Department of Education
September 29, 2017
Minutes

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

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

Updates and Reminders:

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

New Business:

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

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

Meeting adjourned.

Department of Education
October 12, 2017
Minutes

Call to order by Richard Druggish

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

Announcements:

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

Updates and Reminders:

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

New Business:

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

Department of Education
November 9, 2017
Minutes

Call to order by Richard Druggish

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

Announcements:

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

Updates and Reminders:

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

New Business:

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

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

Department of Education
January 18, 2018
Minutes

Call to order by Richard Druggish

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

Announcements:

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

New Business:

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

Meeting was adjourned.

Department of Education

February 9, 2018

Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

Department of Education
February 15, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

Meeting adjourned.

Department of Education
February 23, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

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

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

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

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

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

- **TEAC updates discussed.**

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

- Course matrix needs to be submitted to Kathy Liptak ASAP

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

Department of Education
March 8, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

- **Disposition Assessment:**

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

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

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

Department of Education
March 29, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

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

Department of Education
April 20, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

2. Early Childhood Special Education PK-K Concentration

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

3. Summer School 2018

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

4. Admission to Teacher Education Program reviewed & discussed

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

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

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

6. Academic Dishonesty Issue

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

7. Dispositions in the Graduate Program

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

8. Committee Reports

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

Department of Education

August 9, 2018

Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

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

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

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

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

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

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

Department of Education

September 6, 2018

Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

2. Academic Council

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

3. Program Changes

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

4. Catalog Changes

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

5. Schedule of graduate courses:

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

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

7. Committee Reports:

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

Department of Education
September 21, 2018
Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

2. Academic Council

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

3. Program Changes

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

4. SPA and CAEP Conference Updates

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

Department of Education

October 4, 2018

Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

2. College Personnel Committee

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

3. Program Updates

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

4. APC Updates

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

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

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

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

Department of Education

November 2, 2018

Minutes

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

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

Department of Education
January 24, 2019

Meeting called to order by Andrea Campbell

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

Announcements

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

Updates and Reminders

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

New Business

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

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

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

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

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

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

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

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

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

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

Department of Education
February 7, 2019

Meeting called to order by Richard Druggish

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

Announcements

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

Updates and Reminders

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

New Business

1. **Catalog Change EDUC308 & EDUC309** – Nancy Burton moved to approve, Lethea Smith seconded, all in favor. EDUC308 & EDUC309 must be taken concurrently.

2. **DegreeWorks training by Susie Lusk** – working on aligning DegreeWorks with catalogs and progression sheets. This is a work in progress, and can be used during the advising process. If you come across any errors or issues please let Susie know.

Department of Education
February 21, 2019

Meeting called to order by Andrea Campbell

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

Announcements

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

Updates and Reminders

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

New Business

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

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

2. CAEP Meeting

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

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

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

4. APC

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

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

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

**Department of Education
March 1, 2019**

Meeting called to order by Andrea Campbell

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

Updates and Reminders

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

New Business

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

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

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

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

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

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

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

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

Department of Education
March 27, 2019

Meeting called to order by Andrea Campbell

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

Announcements

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

Updates and Reminders

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

New Business

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

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

Department of Education

April 11, 2019

Meeting called to order by Andrea Campbell

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

Announcements

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

Updates and Reminders

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

New Business

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

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

Meeting called to order by Andrea Campbell

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

Announcements

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

New Business

1. Mini TPA

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

2. Methods Block, Year Long Residency & Student Teaching

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

3. SIM School Presentation/Demonstration

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

4. Field Experience Evaluation / Clinical Experiences

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

5. Teacher Education Program Admission

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

6. Professional Seminars

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