Meeting called to order by Andrea Campbell

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

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

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

New Business
1. SB 14 – Alternative Certification Program – individuals with a 4-year degree in anything can take this program to obtain their initial teaching licensure in WV
   - Institutions must submit application. As of June 1st, only WVU has submitted an application. Through WVU students would take two 3-hour courses.
   - Students participating in this program would complete coursework, and then be issued a temporary 5-year teaching certificate. They would then need to pass the praxis I and PLT exams and complete the TPA before a permanent license would be issued.
   - If we chose to offer this program, we would determine the number of hours and courses, and we would be responsible for developing the courses. Course would need to be aligned to WV PTS.
   - HEC representative let us know that this is high priority in the legislature
   - Students enrolled in this program won’t be included in our completers since we are not the licensing body; WVDE is the licensing body.
   - Comments/Concerns:
     - Anita Deck – would this be online or face-to-face? What do we get from this, how does CU benefit?
     - Kathy Hawks & Nancy Burton – who will teach these courses since we are short faculty members?

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

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

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

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

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

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

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

**New Business**

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

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

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

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

5. **Employer Satisfaction** – data and process reviewed

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

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

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

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

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

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

3. Disposition Assessment trainings – see email from Kathy Hawks for training links. Email certificate to Alison Conner upon completion
   - MED faculty must complete EDLDA training
   - All faculty must re-certify for EDA
   - Faculty teaching online undergraduate or MAT courses must complete DOL (Disposition of Online Learner) training

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

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

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

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

New Business
1. SPA vs. WVDE Content Area Program Approval (CAPA)
   - Andrea Campbell will be going to meeting in Charleston with CAPA workgroup regarding the version presented by the WVDE. WVDE got rid of CAPA workgroup information which streamlined the process, especially for smaller programs, and presented their own version instead.
   - The CAPA process is more in-depth/difficult than SPA
   - Under WVDE CAPA, programs must have 15 graduates over 5 years. Otherwise, program will be placed on probation. Programs on probation can not accept any new students, must submit a review to the program review board, and be re-reviewed by the HLC. This policy would “kill” our music and general science programs. Policy is aimed after quantity of program graduates, instead of quality of the program.
   - If all institutions want to use the WVTPA, Andrea Campbell will organize a WVTPA reliability & validity study
2. Provost Items
   - Wants us to look at size of programs for education majors to see if there is space for electives – our programs have no room for electives in order for us to meet CAEP policy, professional organization standards and for our students to receive content needed to pass Praxis exams.
   - Courses need a minimum of 10 students. If less than 10, faculty will be paid per head, and course won’t count towards load
   - Wants us to consider over-enrolling instead of offering 2 sections
3. Faculty Executive Board Items for 10/11/21 meeting
   - Faculty Handbook: Provost will be presenting to Faculty Executive Board 10/11/12 - Department Chairs should be appointed by Provost instead of elected by department. If not appointed, increase term to 7 years. Andrea Campbell questioned the impact on shared governance (appointed vs. elected)
   - Full Professor to Distinguished Professor – 8 faculty members were eligible, but there’s only financing available for 2. Faculty were emailed regarding promotion. This comes with a pay raise.
4. Teacher Education Program
   - Fall 2021 applicants were reviewed - 29 applicants for Fall 2021, 8 students should have applied but did not
   - Andrea Campbell will be reviewing late applicant portfolios
   - Elementary Majors may use BIOL110 as their lab-science course, if they haven’t taken PHSC103 or PHSC104/GEOL101
5. Introductory Education Courses
   - Andrea Campbell proposed removing the EDUC210 & EDSP303 co-requisite requirement. This would allow students interested in education to take one course as an elective instead of having 6-hours of courses. This would also allow students enrolling in EDSP303 as part of Early Intervention Minor to do so without having to enroll in EDUC210. We would still “strongly encourage” students to take EDUC210 & EDSP303 concurrently, but it wouldn’t be required
   - William Williams suggested adding EDUC210 to the ‘Social & Behavioral Science’ General Studies section to allow students interested in education, but may be a different major, take the course.
6. M.Ed. and MAT Program – 6hr, 9hr and 12hr ‘fast-track’ options presented and reviewed
Meeting called to order by Andrea Campbell

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

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

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

**New Business**

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

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

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

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

5. **SPA vs. CAPA meeting**
   - All WV institutions were on the same page regarding CAPA issues, and were reassured that this was just a draft and it will be revised
   - Graduate programs are required to complete a SPA
   - WVTPA reliability data has been assessed and will be presented to WVDE
Meeting called to order by Andrea Campbell

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

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

Updates/Announcements
- October 5th Department of Education Meeting Minutes approved.
- October 19th Department of Education Meeting Minutes tabled until next meeting.
- The elementary faculty position has been offered to Brenda Epling. Mrs. Epling is working with Raleigh County Schools to determine if she may be released from her contract.
- When creating spring 2022 syllabi be sure to update CAEP and ACEI standards – CAEP has taken over the elementary standards. New standards for spring 2022 syllabi:

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

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

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

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

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