

**Concord University**  
**Department of Education**  
**January 23, 2020**  
**Department of Education Meeting**

Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- February 3 – course requests due to Dr. Campbell
- February 6 – Faculty Assembly meeting
- February 7 – ProEthica needs to be completed
- February 7 9am-noon – CAEP Workday with C-PAC Members
- February 15 – CAEP addendum report due
- March 23-25 – Educators Rising Conference in Canaan Valley, WV

**Announcements**

- 12/5/2019 Department of Education Meeting minutes approved
- Dr. Barnes retired at the end of December 2019
- Policy S202 is out for public comment: Proposes new waiver for Praxis Core Math. If a student earns an ‘A’ in a WVDE approved math course, then the Praxis Core Math exam can be waived. This will impact undergraduate & MAT students.
- Dr. Campbell met with Dr. Hawthorne-Allen to discuss ‘recommended courses’ and financial aid. Dr. Hawthorne-Allen informed Dr. Campbell that if a course is not on a degree plan, as long as it is in addition to 12 credit hours that are part of a degree plan, then there will not be financial aid implications.
- CU Day at Legislator – working on a display. Display will include information from a well-received Facebook Poll regarding alumni’s’ current location.
- Pre-Professional Substitute Program (PPST) for Mercer County is on the 1/28 BOE agenda
- Received formative feedback on 12/17/19 from CAEP. We had 2 AFIs and 1 stipulation. We have a lot of tasks to address; if not addressed appropriately they will become AFIs

**New Business**

**1. Early Clinical Experiences**

- 32 Student Teachers (including 5 MAT). 3 Elementary majors were not able to student teach due to the Praxis II Social Studies subtest
- Low enrollment estimates for Year Long Residency Part 1 (YLR1) for Fall 2020, but will see an increase in future semesters based upon current EDUC210 & EPaT enrollment.
- STOT for YLR1: supervisors will need to visit students twice and then complete the STOT. Please review the completed STOT with the student. Once received by the student, they will complete the Professional Goals Plan via LiveText, which will include 5 actions to meet their goals. This will help students to self-reflect.
- EDA, STOT & WVERT will be completed in both parts of the Year Long Residency
- Make sure students know that it is alright to score ‘emerging’ or ‘under developed’ during YLR1 so they have something to work on during YLR2
- Dr. Hawks contacted Summers, Fayette and Raleigh counties to see if they would like to have a PPST partnership

## **2. ProEthica**

- Will be completed in EDUC306, EDUC516, EDEL550, SPED555 and RDNG550
- This is a proprietary instrument, so we will need evidence for this.
- If a student does not pass after the second attempt, they will need to pay for another course.

## **3. Educators Rising Conference**

- All WV Careers in Education students will attend this conference and compete, so they are in need of judges (Dr. Campbell, Dr. Hawks and Dr. Liptak are currently going).
- We will have an information table set up

## **4. Intent to Plan STEM/STEAM M. Ed. Program – Dr. Anita Deck**

- Nancy Burton moved to proceed as needed. Kathy Hawks seconded. All in favor.
- Schools in trained STEM/STEAM teachers. Schools are receiving grants for these programs at all levels.
- There is no other STEM/STEAM program in Instructional Leadership vs. just a masters in STEM/STEAM. The individual who completes this program would help to integrate and develop STEM/STEAM opportunities for/in schools.
- There is not a license for this program in WV, but there is one in MD. The state seems interested in developing a license program.
- Dr. Burton raised the question if special needs would be built into this program - could possibly add to integrated course and/or methods objectives (align with assessments)
- Dr. Williams raised concern regarding the proposed face-to-face component. He believes there will be difficulty in achieving this. Dr. Williams also raised the question as to whether or not these courses would be co-taught with content area faculty, and if critical thinking would be incorporated into the courses.
- Field experiences would be in science, math or art time during the school day, or in a STEM/STEAM lab.

## **5. Online Elementary Program**

- Almost all General Education courses have online offerings. We would need to ensure that seats are reserved in these sections for online elementary majors – this could be an issue.
- Dr. Campbell will meet with Concord's CIO to discuss what we would like to do, and what technology would be needed.

## **6. CAEP Work**

- At the 2/7/20 meeting we will be focusing on sharing graduate/completer data. We will break into small groups with our C-PAC partners to discuss the positives and negatives of the presented data, and what could we do to improve

**Concord University**  
**Department of Education**  
**February 20, 2020**  
**Department of Education Meeting**

Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- March 2<sup>nd</sup> – CU Day at the Legislator
- March 4<sup>th</sup> – Midterm reports due for ALL students
- March 18<sup>th</sup> 9-3pm – Drop-In Advising ATHENS
- March 20<sup>th</sup> 9-3pm – Drop-In Advising BECKLEY
- March 26<sup>th</sup> 9-3pm – Drop-In Advising ATHENS (previously March 24<sup>th</sup>)
- March 23<sup>rd</sup> -25<sup>th</sup> – Educators Rising Conference in Canaan Valley, WV

**Announcements**

- 1/23/2020 Department of Education Meeting minutes approved
- CAEP Addendum was submitted 2/14/2020. We will be having a conference call soon to let us know what will be done/needs to be done during our visit (interviews, schools visits, etc.)
- Monroe County has joined the Pre-Professional Substitute Program (PPSP) along with Summers, Mercer and McDowell counties
- STEM/STEAM M.Ed. Program will be a cognate attached to the current M.Ed. EDEL Program, so it will only need to be approved through Academic Council

**New Business**

**1. Summer Courses**

- 8 students are needed for full pay, otherwise courses will be formula pay (approximately \$500 per student)
- We typically offer EDUC210, EDSP303, EDUC306 and EPaT. The issue is that these courses require an early clinical experience. If there are no more snow days, the last day for public school will be before Memorial Day, which is before our first summer term begins.
- We can start our courses on May 11<sup>th</sup> “off-the-record,” but still assign the courses a regular official CU schedule/start date in the system. Dr. Campbell met with Dr. Viscusi and Dr. Liptak to discuss this option; they were alright with this as long as all faculty were in agreement. We will need to make the actual course start date very clear to students during advising, and contact enrolled students directly. Since the courses would begin early, they could end early at the beginning of June, but still take finals during regular summer 1 finals week. All were in favor of this plan.

**2. Fall 2020 Year Long Residency Part 1 (YLR1)**

- Fall 2020 is the first time we will be having other majors besides Social Studies in YLR1
- Since not all secondary majors who would be student teaching Spring 2021 would need EDUC416 due to their Academic Catalog, EDUC416 for secondary majors has a very low projected enrollment. This will result in EDUC416 for secondary majors to be combined with EDUC416 for elementary majors.
- The Fall2020 calendar was looked at, and possible YLR1 schedules were discussed in order to provide students with up-to-date information during advising.

**3. Request for Visitors in Classes**

- Admissions has started “Shadow Days” where admitted students can observe 2 classes. Admissions determined which courses they could observe by obtaining a list of courses that are taught on the available “Shadow Days.” Faculty were not even given a weeks’ notice that students would be coming
- The current set-up is not feasible. Where are the parents? What will the students be doing? Large introductory courses would work for this but smaller upper level courses would not (especially if students are giving presentations)
- Dr. Campbell will provide “mock” education courses for the 1<sup>st</sup> round of students on 2/27. Mock courses will also need to be given on the following days, and volunteers are needed: 3/3, 3/20, 3/30

**4. CAEP**

- Everybody needs to be knowledgeable about QA, program Pathways (outlined on chart in conference room) and Key Assessments (highlighted in yellow on the chart)

**Concord University**  
**Department of Education**  
**March 5, 2020**  
**Department of Education Meeting**

Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- March 18<sup>th</sup> 9-3pm – Drop-In Advising ATHENS
- March 18<sup>th</sup> – TEP Inter-Rater reviewed portfolio due
- March 20<sup>th</sup> 9-3pm – Drop-In Advising BECKLEY
- March 26<sup>th</sup> 9-3pm – Drop-In Advising ATHENS (previously March 24<sup>th</sup>)
- March 27<sup>th</sup> – TEP Portfolio reviews due
- April 17<sup>th</sup> – CAEP Day
- May 11<sup>th</sup> – Summer1 begins

**Announcements**

- 2/20/2020 Department of Education Meeting minutes approved
- 10 student minimum for summer courses on 1<sup>st</sup> day. If students drop, faculty will still be paid for full load.
- Please check catalog year for correct progression sheet during advising

**New Business**

**1.SPED Catalog Change**

- Catalog change form to add EDUC450 Clinical Experience Level IV in place of elective courses, and add EDUC416 to Year Long Residency Part1 (beginning Fall2024).
- “Methods” courses will be moved into the Content Area Coursework,
- Kathy Tucker motioned to approve, Terry Mullins seconded, all in favor

**2. Teacher Education Program**

- 21 applicants (lowest number in last 10 years)
- Faculty are to remind students they must attempt the Praxis Core exams before they apply

**3. Online Elementary Program**

- There will be a separate application for this program through Admissions Office, and will be sent to our office for scheduling
- Applicants for Fall2020 will be our pilot group.
- Andrea Campbell met with Bill in Admissions, Dr. Viscussi and Dr. Liptak. Current online climate of K-12 schools, other online programs and willingness of students to pay more for convenience (as opposed to location) were topics discussed.
- Tuition would be a flat rate for in or out-of-state students, similar to online graduate programs
- Eventually, an online section of all Elementary Education courses will be needed. Meaning, we will need technology to interactively teach, and not just review module by module in Blackboard.

**3.CAEP**

- Pathway Assessment Chart presented, and Key Assessments were reviewed
- Reviewed Standards 1-2 with practice questions to become familiar with language, key assessments, and QA system.
- Assessments, relationships, training and pathways, co-constructions of surveys/instruments, technology based collaborations and mutually beneficial activities/instruments were discussed

**4.Presentation from William Williams – Faculty Assembly**

- Members of the History, Communications, English, Political Science and Geography departments called in to come up with ways to help their programs bridge an \$800K debt
- Met with Dr. Boggess and Chuck Becker – informed of potential employee cuts
- 3/32/20 – HLC will be meeting with Faculty Executive Board to review finances and shared governance.

**5.Presentation from Kathy Tucker**

- Proposing tobacco-free campus, and will be given a grant to complete. This includes cigarettes, cigars, vape and e-cigarettes. Opinion are needed due to mixed response from surveys.
  - Nancy Burton: Why pass a policy if there won't be repercussions? What about students who rely on this?

**Concord University**  
**Department of Education**  
**March 26, 2020**  
**Department of Education Meeting**

ZOOM Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- April 2<sup>nd</sup> – Denuzzo Award recommendation letters due to Provost Office
- April 3<sup>rd</sup> – TEP Portfolio reviews due

**Announcements**

- TPA – 3 students haven’t taught TPA lesson. Kathy Hawks contacted WVDE & students – they will teach lesson via ZOOM; Dr. Hawks will score
- TEP applicants will be given COVID19 Praxis Core Waiver due to testing facilities being closed. The waiver will only be valid during the Spring2020 application term, and students will need to pass Praxis Core exams prior to acceptance into the Year Long Residency
- We are moving forward with the Online Elementary Program. Applications are now live. Andrea Campbell will advise these students.
- CAEP Addendum was submitted 2/14/2020. We will be having a conference call soon to let us know what will be done/needs to be done during our visit (interviews, schools visits, etc.)
- Monroe County has joined the Pre-Professional Substitute Program (PPSP) along with Summers, Mercer and McDowell counties
- STEM/STEAM M.Ed. Program will be a cognate attached to the current M.Ed. EDEL Program, so it will only need to be approved through Academic Council

**New Business**

**1. Summer Courses**

- Summer1 & summer 2 courses will be fully online. EDSP380 camp is still under consideration
- Early Clinical Experience will be completed via The Teaching Channel

**2. Advising**

- Reach out to all advisees to ensure whether or not they will be returning Fall2020
- Andrea Campbell will be advising & handling new students and their schedules

**3. CAEP**

- Been in contact with team chair, and there isn’t anything currently in place for a virtual visit. They’ve had 1 university do an online visit with an experienced team chair, however ours does not have the same experience
- We have option to move visit to Fall2020. If we have virtual visit, we have the option to “pull the plug” at any time, and reschedule.

**4. Outstanding Student Awards**

	<b>Fall 2019</b>	<b>Spring 2020</b>
<b>Elementary</b>	Pearl Knotts (Kathy Tucker nominated, Kathy Hawks seconded)	Kandace Barnette (Nancy Burton nominated, Andrea Campbell seconded)
<b>Secondary</b>	Samuel Stockton (SS) (Kathy Tucker nominated, Anita Reynolds seconded)	Johnna Casey (GENSCI) (Anita Reynolds nominated, no second)
<b>Special Educ.</b>	N/A	Brandon Lester (Nancy Burton nominated, Kathy Tucker second)
<b>MAT</b>	Ashley Freeman (Anita Reynolds nominated, no second)	No nominations

**Concord University**  
**Department of Education**  
**April 2, 2020**  
**Department of Education Meeting**

ZOOM Meeting called to order by Andrea Campbell

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

**Updates and Reminders**

- April 2<sup>nd</sup> – Denuzzo Award recommendation letters due to Provost Office
- April 3<sup>rd</sup> – TEP Portfolio reviews due

**Announcements**

- TEP applicants who are only lacking Praxis Core exams will be given COVID19 Praxis Core Waiver due to testing facilities being closed. The waiver will only be valid during the Spring2020 application term, and students will need to pass Praxis Core exams prior to acceptance into the Year Long Residency
- CAEP Addendum was submitted 2/14/2020. We will be having a conference call soon to let us know what will be done/needs to be done during our visit (interviews, schools visits, etc.)
- Monroe County has joined the Pre-Professional Substitute Program (PPSP) along with Summers, Mercer and McDowell counties
- STEM/STEAM M.Ed. Program will be a cognate attached to the current M.Ed. EDEL Program, so it will only need to be approved through Academic Council

**New Business**

**1. TEP Portfolio Spring2020 Inter-Rater Reliability**

- TEP Portfolio inter-rater reliability scores were reviewed, and discussed reasons for low score. Overall consensus based on data from Spring 2020 is to keep portfolio, but revise the rubric to make it more reliable and less subjective
  - William Williams: Need to be very descriptive in rubric for what is needed for volunteer hours at each level
  - Nancy Burton: A lot of portfolio is open to interpretation, so maybe rubric needs to be more structured and less subjective. Do we need to revise the rubric or the portfolio itself?
  - Andrea Campbell: Is the portfolio we want to keep, change or get rid of after CAEP visit?
  - Anita Reynolds: Need to try Turn-It-In to prevent plagiarism
  - Kathy Hawks: Maybe do sample portfolio as a group, similar to EDA training, before scoring of Fall2020 portfolios.

**2. CAEP**

- Played “trivia” game online developed by Andrea Campbell to review key information, assessments and CAEP standards

**3. CAEP**

- Been in contact with team chair, and there isn’t anything currently in place for a virtual visit. They’ve had 1 university do an online visit with an experienced team chair, however ours does not have the same experience
- We have option to move visit to Fall2020. If we have virtual visit, we have the option to “pull the plug” at any time, and reschedule.

**Concord University**  
**Department of Education**  
**April 21, 2020**  
**Department of Education Meeting**

ZOOM Meeting called to order by Andrea Campbell

**In Attendance:** Andrea Campbell, Kathy Tucker, Kathy Hawks, Terry Mullins, Anita Reynolds, Lethea Smith, Michael Bean, Nancy Burton, Anita Deck, Lethea Smith, William Willims, Kathy Kiptak

- Dr. Boggess asked departments to touch base with faculty regarding fall.
  - Multiple groups/sub committees working on different aspects of academic life.
  - Plan for what to do in the fall, but plan for all scenarios.
  - University was already 500-800K prior to COVID19. Government money for assistance has not come through yet. We can't refund student housing until this money comes through (this money is meant for student needs/reimbursements).
  - HEPC is getting ready to poll seniors in WV. 1 of 6 college seniors are reconsidering their fall plans. CU is
  - Comparing April 2020 registration for all to April 2019 registration for fall.
  
- Most liked idea from committees is splitting the semester into 8 week condensed cases (1/2 course first 8 weeks, 1/4 courses next 8 weeks), similar to summer sessions. Some courses with labs and the arts/music would have issue with this set-up. Dr. Boggess suggested starting later in September/October. All online fall only suggested. Every course needs to plan for multiple scenarios (8 weeks, all online, all courses hybrid, etc.). Responses from Department of Education faculty:
  - Andrea Campbell: splitting a semester may benefit students who are not used to online courses. They are only taking 2-3 online courses, as opposed to 4-5 courses.
  - Kathy Hawks: if we do 8/8 are both online, or is one online the other facetoface...liptak says most likely all online
  - Kathryn Tucker: what are other institutions doing? ...Campbell-None of the research/articles seem to know what to do, or have a definite plan. Everybody is in a planning stage.
  - Anita Deck: suggested aiding public school teachers in the online/distance learning of their students, in addition to simulated placement. This may be an opportunity for our students to experience a future of teaching. Add how to take online courses to UNIV100, and open it up to any student.
  - William Williams: suggested splitting courses. Half of a course comes on Monday, the other half comes on Wednesday and will be supplemented with online courses.
  - Nancy Burton: with QM, to we design our online courses to match QM framework? – Liptak: yes. Having a QM approved course, students can take these courses reciprocally with other states, and can be opened up to anybody.

**Concord University**  
**Department of Education**  
**April 28, 2020**  
**Department of Education Meeting**

ZOOM Meeting called to order by Andrea Campbell

**In Attendance:** Andrea Campbell, Kathy Tucker, Kathy Hawks, Terry Mullins, Anita Reynolds, Lethea Smith, Michael Bean, Nancy Burton, Anita Deck, Lethea Smith, William Willims, Kathy Kiptak

**CAEP**

- No stipulations, and 3 AFIs
  1. AFI 2.1 – level at which we co-construct/make decisions
  2. AFI 5.2 – validity of instruments/training/inter-rater training on every instrument, WVERT training
  3. AFI 5.2A – validity of instruments/training/inter-rater training on every instrument
- Team is writing their report, we will get to look at it and make any factual corrections and send it back. They will redo the report then we will have 30 days to meet AFI. Nothing will be final until council reviews (most likely in October 2020 or April 2021).
- We will be on CAEP website as fully accredited.

**Kathryn Tucker Presented: Faculty Executive Board**

- APC working on academic dishonesty policy revision – approved
- Looked at BOG summary. Eligible for \$2M from government, most likely all will be going to students.
- FTE still down for Fall2019 – 778 enrolled (down around 150 students from fall2019). For every 100 students that don't come back, we lose \$1.2M
- Athletes will be given another year of eligibility due to COVID-19
- Tuition/fees will not increase
- Will be looking at max faculty/staff that budget can handle. Will be primarily looking at low enrollment departments
- 85 international students
- Approximately 600 less admission inquiries
- Faculty executive board Voting 4/30 @ 4pm – will be anonymous
  - Willy Williams is nominated for president
  - Anita Deck is nominated for Vice President, Kathy Tucker will be nominating Dr. Deck for secretary as well on the floor
- Most likely will be doing 16 week courses Fall2020
- Dr. Marsh will be offering a course on 'contact tracing' to students for COVID19
- WVU will be making an announcement today, that they are opening in fall2020 w/ contingencies. We are announcing this for CU as well w/ contingencies
- Fairmont state looking at night labs, and splitting courses over multiple days. Slitting onsite & zoom courses as an option.
- GAP fund declining rapidly...pleading to faculty to donate \$5-10 towards fund online through advancement office.
- 4/29 PR push using a video showing cleaning procedures and 'dot' system

**Concord University**  
**Department of Education**  
**May 7, 2020**  
**COVID-19 Campus ZOOM Meeting**

- Fall semester options: come back in august, come back in oct, come back in January. Do we quarantine international and/or out of state students for 2 weeks?
- Concord's stimulus was \$2 million – half going towards direct financial aid to students, the other half going to institution which will be going towards room/board. We currently have a \$2 million dollar deficit for FY21, before COVID19 hit.
- WVU & Marshall are looking at furloughs, pay cuts days off – asking departments, over summertime who could you do without for 3-6 weeks. Once we see enrollment for fall, they will see who can come back. If predictions turn out to be correct regarding enrollment, we will result in pay/hour cuts and furloughs.
- In short term, need to reduce expenses by at least \$2 million – 8% reduction. Will run scenarios for staffing to see what needs to happen to meet that reduction. Don't know to what degree/extent pay cuts will happen until scenarios were done.
- If layoffs were done employees will be given 4 weeks notice, and will be given 4 weeks pay & health insurance for the remainder of the month that layoff occurs. Annual leave will be paid out at layoff. Sick leave pay will be converted to retirement time. If you come back to work, some/all sick leave can be returned. If you can't retire, or come back sick leave will be lost
- If volunteer for layoff – won't be held against employee. Would have same rights as anybody else – can be recalled within a year to their position or another position before they look to fill position from outside. Can receive unemployment for 39 weeks, extra \$600 will be good through July.
- No action will be taken until a BOG meeting to review projected staffing scenarios. Scenarios will be in by May 8, won't meet until after that.