

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.