

Concord University
Department of Education Meeting
August 14, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- August 16 – Faculty available in offices
- August 19 – classes begin, course checklists due
- August 23 – Last day to add – faculty use course web for attendance tracking
- August 26 – office hours to chair
- Sept. 2 – Labor Day – Holiday
- Oct. 9 – Mid-semester grades due by noon
- Oct. 10-11 Fall Break
- Oct. 14 – book orders into bookstore
- Oct.21 – advising begins
- Nov.1 – Annual Assessment Reports due in CAPS

Updates & Announcements:

- Make sure syllabi are aligned to 2022 CAEP “R” standards for undergraduate and advanced programs
- Course checklist must be completed for all courses (in person & online). This is due 8/19/24
- Parking pass has increased to \$100 for a full year or \$50 per semester. Parking will be enforced
- Dr. Huffstetler has requested faculty use the Carnegie Hour for outside class review (2 hours outside for every 1 hour in)

New Business

1.New faculty mentors

- Michael Bean will mentor Mason Engelhardt
- William Williams will mentor Adam Coon

2.Budget

- FY23: \$48,000, FY24: \$28,000, FY25 (this year): \$21,000. Our budget has been reduced significantly over the last few years. We were able to provide feedback on where our budget was reduced.
- This year’s office supply budget was reduced by \$1,500. Please be mindful of the amount of printing you are doing for your class. If something can be digital, please provide the digital copy.

3.Schedules & Enrollment

- 90 new education majors (first time freshman & transfers)
- All schedules have been checked to make sure students aren’t taking extra courses
- Students must enroll in a base 12-credit hours from their degree plan, before minor coursework will be covered by financial aid

4.Academic Integrity

- Be sure to utilize AI checker on assignments, especially in online coursework
- AI policy should be included in syllabi

5.NOYCE

- There will be a NOYCE advertising ‘push’ next week
- We must have 5 fellows begin Spring 2025, and 11 more fellows Spring 2026
- Adam suggested reaching out to county HR directors to recruit substitutes with content area degrees

6.CAEP

- CAEP Key Assessment draft reviewed
- WVTPA 5.0 is complete
- Need to ensure M.Ed. research project rubrics are CAEP sufficient
- Completer data needs to be strengthened. Consider observations or shared WVEIS data from schools

Concord University
Department of Education Meeting
September 4, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- Sept. 13 – GEAR UP visit
- Sep. 18 – CAPA meeting with content faculty
- Sept. 20 – Play Watch with Mercer County
- Oct. 9 – Mid-semester grades due by noon
- Oct. 10-11 Fall Break
- Oct. 14 – book orders into bookstore
- Oct.21 – advising begins
- Nov.1 – Annual Assessment Reports due in CAPS
- Dec. 9-10 – The Gambia visit
- Dec. 11 – EPPAC meeting

Updates & Announcements:

- Follet will cover additional course materials beyond just textbooks (technology, manipulatives, etc.)
- WVDE Annual Report has been submitted
- NOYCE website is live
- CAPA must be submitted to WVDE by end of May for all undergraduate programs. We will be going over CAPA at the next department meeting with content area faculty
- AI Committee wants to meet with our department. Please bring questions to meeting. There's the potential to use AI for rubric & assessment development

New Business

1. Danielson Training – Melissa Goodson

- Melissa Goodson conducted Danielson Framework for Teaching training for current and new faculty members. Each rubric item in indicator was reviewed in detail.
- Distinguished (“4”) is very rare. Basic (“2”) is the goal. Utilize SIBME observation forms to aid in completing the Danielson evaluation
- Reviewed Fall 2022 – Spring 2024 Danielson evaluation data for Residency I, Residency II & MAT Student Teaching candidates. MAT candidate scored lower overall in all domains, compared to residency I & II candidates. All indicators improved from residency I to residency I for undergraduate candidates

2. SIBME – Melissa Goodson

- Need to create a huddle for each student. Make sure it's a 'coaching' huddle
- Documents for supervisors are in the "University Supervisor" huddle
- Observation form must be completed for each visit
- Pre/Post observation forms are now digital in Sibme. You can still do hard-copy forms if preferred.
- Assign forms by going into the student's huddle, then 'forms', then 'assign form' or 'use form'
- When watching videos, pause the video to make comments & select Danielson indicator(a). This can then be pulled into 'Analytics' to utilize when completing the WVTPA or Danielson Evaluation for Teaching. Students can see the comments.
- Student only needs to upload video is observation in virtual.
- All long-distance placements can be virtual
- If there are issues/concerns during 1s observation video, it needs to be addressed before the 2nd observation

Concord University
Department of Education Meeting
September 25, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- Oct. 9 – Mid-semester grades due by noon
- Oct. 10-11 Fall Break
- Oct. 14 – book orders into bookstore
- Oct.21 – advising begins
- Nov.1 – Annual Assessment Reports due in CAPS
- Dec. 9-10 – The Gambia visit
- Dec. 11 – EPPAC meeting

Updates & Announcements:

- 9/4/24 minutes approved
- Please close/lock classroom doors after class and on weekends. Close windows if you open them
- All advanced key assessments must be CAEP sufficient, and address advanced standard 1

New Business

1.NOYCE

- Posters have been printed and hung around campus. Please distribute via email
- 0 fellow applications
- NOYCE website is now active <https://www.concord.edu/noyce>

2.AI

- Next department meeting, Lonnie Bowe will provide an AI presentation
- Grammarly has a new program called “Authorly” which can be used for AI detection
- CAEP-Con encouraged responsible use of AI for rubric development (CLAUD)

3.Teacher Education Program (TEP)

- Review of TEP admission rates and denial factors for Fall 2016 to Spring 2024, taking into account the changes in Basic Skill criteria.
- Basic Skills prevented TEP admission for 89% of candidates (only issue, or combined with other factors) prior to Fall 2023
- Basic Skills no longer hinders program admission. 93% of applicants are now at least provisionally admitted.
- Of students denied, 65% never re-applied, or were never admitted. Please encourage students to re-apply during advising, and make sure they are ready
- We will copy advisors on TEP candidates who have been denied so they can be aware
- Review admission requirements more heavily and immediately with transfer students

4.Basic Skills

- Candidates must meet Basic Skills criteria in Reading, Writing & Math prior to Residency I admission.
- Review of Basic Skills data at time of TEP admission. Data was disaggregated by content area and demographics.
- Fall 2023 – Spring 2024 data
 - Reading/Writing
 - secondary majors didn’t use course grades, they utilized SAT and/or ACT exams. Elementary majors relied heavily on course grades
 - 0 applicants used Praxis Core
 - 1st generation college students and students who were not low income met criteria at a higher rate
 - Math:
 - Applicants primarily utilized course grades (68%), with secondary and elementary majors going this route
 - 0 applicants used Praxis Core
 - 1st generation college students and students who were not low income met criteria at a higher rate

5.Enrollment

- Enrollment data from 2016-17 thru 2024-25 was reviewed
- Online elementary has drastically increased, and continues to do so. It has almost surpassed in-person elementary
- Education major enrollment is down 45% since 2016-17. Non-Education major enrollment is down 27% since 2016-17. Campus wide enrollment is down 31%
- Graduate programs campus wide are down 28% since 2016-17. MAT program enrollment is down 81%. M.Ed. Full Program enrollment is down 57%, with certificate programs down 67%. It was noted when cohorts were present, to account for increased in M.Ed. enrollment.

6.Demographics

- Demographics of undergraduate & graduate students for 2019-20 to 2023-24 were reviewed.
- Education has a drastically larger percentage of female students compared to other majors
- Education has a lower percentage of non-white students compared to other majors
- Education majors have higher percentage of low-income students and 1st generation students compared to other majors

7.TPA

- IRR training for WVTPA 5.0 next meeting. Please score sample TPA before meeting (in SharePoint)
- TPA data was reviewed.
- Students struggle with:
 - narratives
 - Task 6 --- what does this all mean?
 - Task 4 --- How does data impact teaching?
- Compare 4.0 & 5.0 data to see if there are improvements
- Summarize mini-TPA to compare with full TPA, especially online elementary majors
- Summarize raw data to obtain overall task averages

8.Recruitment Goals

- Goals need to be measurable & achievable
- Have admission tours coordinate with departments to meet faculty, and do open-house sessions with faculty present
- Partner with athletics to recruit education majors. Meet with athletes to disprove myths about education. Let coaches know we want to meet with any athlete interested in education
- Contact diverse high schools to meet with interested students --- does Admissions do this?
- Create “get the facts out” flyers
- Get graduate program information to students early in the program (not just education majors)

Concord University
Department of Education Meeting
October 2, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- Oct. 9 – Mid-semester grades due by noon
- Oct. 10-11 Fall Break
- Oct. 14 – book orders into bookstore
- Oct.21 – advising begins
- Nov.1 – Annual Assessment Reports due in CAPS (Leadership -Mike, Reading – Willy, Elementary – Brenda, Special Education – Adam, MAT – Andrea)
- Nov.12 – BOG report due
- Dec. 9-10 – The Gambia visit
- Dec. 11 – EPPAC meeting

Updates & Announcements:

- 9/25/24 minutes approved

New Business

1.AI – Lonnie Bowe & Amanda Sauchuck

- Can generate data analysis (generalized & deeper dives)
- Double check for mistakes. Don't rely 100% on ATI
- Can analyze qualitative and quantitative data
- Blackboard has an AI feature to generate rubrics
- If utilizing AI, be specific in your requests
- Can generate standards/goal matrix
- You cannot use AI as a replacement for actual work. Students tend to lose their 'voice' and can create biased work
- Magic School is educator specific

2.IRR WV-TPA 5.0 training – Melissa Goodson

- Faculty were asked to score a sample WV TPA 5.0 prior to this meeting. Scores were reviewed for IRR to ensure at least 80% agreement in all tasks. If task was not 80% agreement, scoring was discussed and re-scored until 80% was achieved in all areas.
- If you feel something is unsatisfactory, check with someone else before scoring. Students are only allowed 1 resubmission. If they fail twice, they fail the entire TPA and must wait until the following semester to resubmit

Concord University
Department of Education Meeting
October 16, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Melissa Goodson, William Williams

Reminders

- Oct.21 – advising begins
- Nov.1 – Annual Assessment Reports due in CAPS (Leadership -Mike, Reading – Willy, Elementary – Brenda, Special Education – Adam, MAT – Andrea)
- Nov.12 – BOG report due
- Dec. 9-10 – The Gambia visit
- Dec. 11 – EPPAC meeting

Updates & Announcements:

- TEP portfolio reviews due 11/8 by noon
- Online Committee (Brenda Epling): Online courses need volunteer peer reviewers. New supports/resources are available in BlackBoard shells

New Business

1.Admissions and Recruitment Strategies/Goals– Alan Smith

- Enhance diversity in secondary & graduate programs
- Schedule a meeting with all students who note education as a major for tours.
- We could do “Education Day” tours with high schools and Grow Your Own students --- Who would pay for this?
- Keep department informed of when CU is going out to schools for visits, so we can have a representative there too
- Admissions attends grad fairs across WV and some in VA
- Attend school districts’ professional development days to recruit licensed teachers
- Send emails to principals to send to their school list-serve
- Database of campus visits was talked about in strategic planning meeting, but it is not known whether it’s been implemented
- Have CU alumni high school career fair and/or college booths
- Waive grad program application fee for CU alumni

2.Praxis II

- Many Residency I candidates have not attempted the Praxis II exam (12 students)
- Talk with students during advising about attempting the Praxis II exams after midterm, the semester prior to Residency I.
- Misinformation about the waiver is circulating. Students seem to be relying on the waiver, but many won’t qualify.
- 2 failed Praxis II content attempts and a 3.0 content GPA are required for the waiver
- Elementary majors must pass the Teaching of Reading exam (TRE) to qualify for the waiver. There is no flexibility with this.
- TRE and Content Knowledge Exams (7000 elementary series) take 4-6 weeks to be scored

Concord University
Department of Education Meeting
November 6, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- Nov. 13 – M.Ed. table at the Career Fair
- Nov.12 – BOG report due
- Dec. 4 – Holiday Party @ 1pm, followed by Department Meeting
- Dec. 9-10 – The Gambia visit
- Dec. 11 – EPPAC meeting
- Dec. 13 – Mercer County Gear-Up students on campus

Updates & Announcements:

- All courses (undergraduate & graduate) need LiveText listed as a course material so it will be covered by Follett
- Gear-Up has requested our department set up a table/booth with 8-10 minute activities

New Business

1.Praxis II

- Alternate pathway for elementary majors (effective 11/1/24)
- If student takes 5000 series exam, and fail by less than 1 SEM, ETS will reach out to the student. The student can pay \$50 for an alternate course.
- If student completes the course with at least a 75% on the final quiz, they can use the course in lieu of the praxis II exam. If they score less than 75%, they have unlimited attempts to pass the final quiz, but they must do so with 100%

2.Policy 5202 out for comment

- 11.2 – clarification/definition of “novice teaching program” and how individuals will convert to a full teaching license
- 11.3.a.1 – WVBE approved non-IHE EPP compared to WVDE approved IHE EPP for renewal
- 11.10.e – “college instructor” certification defined
- 11.13.hh.2a – “autism mentor” clarification (advanced aid)

3.Syllabi

- Course syllabi have been reviewed by outside department representatives.
- Our syllabi do not have measurable objectives. Syllabi need to be revised as needed for Spring 2025.
- Make sure new CAEP standards are aligned/utilized

4.CAEP 5

- Review of Key Assessment, Pathway Charts & Quality Assurance system/measures
- EDA, EDLDA, WVTPA, DFT, Candidate/Employer satisfaction survey & Praxis II are (or will be) CAEP sufficient

Concord University
Department of Education Meeting
December 4, 2024

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Mason Engelhardt, Brenda Epling, Melissa Goodson, William Williams

Reminders

- Dec. 11 – EPPAC meeting
- Dec. 13 – Mercer County Gear-Up students on campus

Updates & Announcements:

- NOYCE has 0 applicants. An advertising/media campaign is scheduled to begin next week.
- Encourage your students to complete course evaluations
- Textbooks & LiveText must be listed as required materials on syllabus & with the bookstore for all courses
- Gambia visit rescheduled until January

New Business

1. Mercer County Gear-Up Visit

- 5 groups of 15 students will be visiting for education. We will have 18 minutes per group (Princeton High, Bluefield High & PikeView High)
- Activities: 1) Can you write like a teacher challenge, 2) Kahoot, 3) What makes a good teacher post-its

2. Advisory Council / EPPAC Meeting

- Schedule reviewed
- 32 outside individuals & 10 CU individuals will be on council
- Activities:
 - Small group data review with faculty members leading discussion
 - “Speed Dating” questions (aligned to InTASC standards)
 - What do you see in the field that we don’t see coming?
- We need student representatives at meeting – any recommendations?
- Novice Teacher Program:
 - 4 year degree + 5 years substituting + course = Novice Teacher License
 - Want to discuss with WVDE representatives at meeting

3. Syllabi

- Course syllabi have been reviewed by outside department representatives.
- Our syllabi do not have measurable objectives. Syllabi need to be revised as needed for Spring 2025.
- Make sure new CAEP standards are aligned/utilized

4. Residency Praxis II issues

- Residency I candidates aren’t taking Praxis II or are waiting until the last minute to take the exams (risks scores not being here on time)
- Of current waiver students, all passed Praxis II during residency II
- Andrea proposed new policy: Beginning with Fall 2025 Residency I, candidates must attempt all of their Praxis II exams prior to Residency I admission. They don’t need to be passed, but they must be attempted. They must be passed prior to Residency II. Dr. Williams motioned to accept policy change, Dr. Engelhardt seconded the motion, all in favor.

Concord University
Department of Education Meeting
January 29, 2025

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Melissa Goodson, William Williams

Reminders

- Feb 17-18 – new date for The Gambia visit
- Feb 19 – CU day at legislature
- Feb 28 @ 4pm – TEP applications/portfolios due via LiveText
- March 5 – Mid-Semester grades due
- March 10-14 – Spring Break
- March 17-28 – Advising
- March 24 – Course selection begins
- May 2 – Last day of classes
- May 2 – Early clinical hours & evaluations due
- May 5-9 Final Exams – faculty must utilize this week for final exams
- May 9-10 – Graduation ceremonies
- May 13 – Final grades due

Updates & Announcements:

- Dr. Huffstetler requested that faculty utilize finals week for final exams. Final exams shouldn't be given early.
- NOYCE: 5 applicants, 1 confirmed fellow

New Business

1. Residency I Praxis II attempt policy

- Fall Residency I: exam(s) must be attempted by June 30th. Scores must be received by August 1st
- Spring Residency I: exam(s) must be attempted by 1st Friday in November. Scores must be received by 2nd Friday in December
- Remind students to list CU as a score recipient. If not, they must pay \$50 to have them resent. If scores are resent, ETS sends the highest attempt, not the most recent attempt

2. EPPAC Meeting Summary

- Reviewed consistent themes of 'speed dating' responses:
 - Students need to experience multiple early clinical experience placements. Beginning Fall 2025, the following will be implemented in response:
 - Students can't go to the same school for all 3 early clinical experiences; they can go to same school for 2 out of 3 early clinicals
 - Secondary & Special Education majors cannot complete clinicals at the high school they graduated from
 - Lack of confidence & accountability

3. F.E.B. Meeting – Dr. Williams

- Change of schedule for when student evaluations are completed. Currently, evaluations are due last day of class. It has been suggested to have evaluations due last day of finals week, or due the week before the last day of class.
- Our department prefers the week before last week of class

4. Residency Praxis I hours

- CU's Residency I program hour requirement is significantly higher than WVDE Policy 5100 requires. CU requires roughly 400 hours; WVDE requires 250 hours. Andrea proposed modifying Residency I schedule from 4 placement days to 3 placement days (Monday, Tuesday, Wednesday). Thursdays will be utilized for coursework. Fridays can be a flex day for classroom prep, substituting, lesson planning, studying, make-up time etc.
- Adam Coon motion to change residency I to 3 days per week (Monday, Tuesday, Wednesday) for 14 weeks. William Williams seconded. Discussion followed on how to handle exceptions and how this would limit/impact supervision visits.
- Adam Coon re-motioned. William Williams seconded. All in favor.
- Discussed the 4 absence policy, and if we would need to clarify what Fridays were meant to be used for.
- This policy change will not be announced until Summer 2025.

5.TEP Admission: 75-hours working with youth

- Issues regarding 75-hour documentation have become apparent
- “Letterhead” requirement is not on the rubric, but it is in the portfolio directions.
- Letterhead seems to be getting increasingly difficult to come by due to so many different programs available.
- Dr. Williams advocated for keeping letterhead as part of the vetting process since it is difficult to forge/fake
- Department consensus is to keep letterhead. Portfolios will be denied if hours are not on letterhead. This will be added to the rubric for Spring 2025.

6.CAEP Standard 1

- Review of what documentation/evidence we already have, and what we will need
- Technology:
 - EDUC301: TPAC assignment
 - Residency II: TPAC assessment
- Ethics:
 - EDUC301: final course portfolio – includes ethical use of technology in rubric
 - Early clinical evaluations – Standard 9 – mentor selects ‘yes’ or ‘no’ on rubric
 - Danielson: 4.e & 4.f (residency I & residency II)

Concord University
Department of Education Meeting
March 5, 2025

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Brenda Epling, Mason Engelhardt, Melissa Goodson, William Williams

Reminders

- March 10-14 – Spring Break
- March 17-28 – Advising
- March 24 – Course selection begins
- March 26 3:45-6pm – Etiquette dinner CU Aspire (representative needed – Willy Williams)
- April 4 – TEP portfolio reviews due
- April 11 – TPA reviews due
- April 25 – Awards banquet (representative needed – Adam Coon)
- May 2 – Last day of classes
- May 2 – Early clinical hours & evaluations due
- May 5-9 Final Exams – faculty must utilize this week for final exams
- May 9-10 – Graduation ceremonies
- May 13 – Final grades due

Updates & Announcements:

- Materials and LIVETEXT as required material on syllabus and bookstore
- Syllabi for Summer and Fall – correct standards, course descriptions, and measurable objectives
- Provide Hailey Agapetos feedback on BlackBoard video feature. Anita Deck shared that this feature can be used to transcribe, and provides captions.
- 12/4/25 & 1/29/25 minutes approved
- Advising Checklist is available in Sharepoint for faculty to use during advising sessions.

New Business

1. CAPA discussion with content faculty

- Reviewed general CAPA documents
- Recommended to start with Activity 4, and end with Activity 1
- “Narrative Starters” provided for each section to upload with evidence. You will need to change these to fit each section/content
- CAPA will be due in early June – official due date has not been provided
- If program is not currently meeting standard or performing a task, you can provide an explicit plan for implementation

2. Special Education (SPED) Online Program

- Catalog change form to make bring the Special Education K-6/5-Adult program fully online beginning Fall 2025 presented to faculty.
- Program will target non-traditional students, aids & para-professionals
- Online SPED major would allow for the SPED minor & Early Childhood Intervention minor to be fully online as well. This will allow online elementary majors to declare these minors
- Discussion followed catalog change form presentation.
 - SPED content courses already align with online elementary courses. SPED majors would follow the same course rotation as online ELEM majors. The only new online course offerings would be the EDSP courses, BIOL101 & HIST102. BIOL101 & HIST102 currently have online options, but an official ON section would be needed.
 - Concern expressed for an online SPED program taking students from the online ELEM program, which would decrease online ELEM course enrollment.
 - Online program can be utilized for CAEP/CAPA recruitment goals to increase the number of licensed SPED teachers in WV
- Adam Coon motioned to accept new program, Anita Deck seconded, all in favor. Academic Council approval is next step.

3. Catalog change for Residency I

- Catalog change form for Residency I presented. Changes include reducing clinical days from 4 days per week to 3 days per week (Monday, Tuesday & Wednesday), and including a Praxis II attempt in admission requirements beginning Fall 25.
- Andrea Campbell motioned to accept changes, William Williams seconded, all in favor

4. Teacher Education Program - IRR

- Fall 2024 portfolio IRR reviewed
- Disposition 6 was 78.57% in agreement
- Be sure to use rubric language to score the rubric, not the portfolio directions. New rubric for spring 2025 updated to clarify volunteer hours for program admission. (discussed/approved at 1/29/25 meeting)

5. Position Announcement

- Announcement for Mason's position will be created soon, and candidate search will occur.
- We will repeat the same position announcement that was used when Mason was hired. In addition to language used in original position announcement, language will be added to reflect online teaching & in-person teaching requirement, based upon Mason's feedback.
- Proposed that language be changed from "Reading Specialist certification required" to "Reading Specialist certification preferred". Send your vote to Andrea Campbell via email by 3/7/25.

6. CAEP Standard 2: Clinical Partnerships & Practice

- R2.1 – MOUs with counties, CTR contracts, partner meeting, partners aid in constructing clinical experience levels, ensure clinical experiences at multiple levels, residency model
- R2.2 – clinical requests, WVDE mentor requirements, pre-professional profile, BOE approvals
- R2.3 – MOUs, WVDE policy, clinical evaluations & assessments, SIBME, LiveText, brochure, clinical orientation, clinical contract, personalized support
- RA2.1 – RDNG560 book study collaboration with teachers, Raleigh County cohort, RDNG camp, EDEL evaluations, meetings with superintendents
- RA2.2 – already imbedded into courses, clinical requirements & rubrics

Concord University
Department of Education Meeting
March 26, 2025

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Brenda Epling, Mason Engelhardt, Melissa Goodson, William Williams

Reminders

- April 4 – TEP portfolio reviews due
- April 11 – TPA reviews due
- April 25 – Awards banquet (representative – Adam Coon)
- May 2 – Last day of classes
- May 2 – Early clinical hours & evaluations due
- May 5-9 Final Exams – faculty must utilize this week for final exams
- May 9-10 – Graduation ceremonies
- May 13 – Final grades due
- **June 6 – CAPA due**

Updates & Announcements:

- **CAPA due June 6th**
- If students are having issues with course registration, please let the department office know. We can address the pre-requisite and registration errors.
- March 5 minutes approved, pending discussed revisions
- Faculty Executive Board (Willy Williams): asked faculty to complete Presidential Candidate survey. Results will be included in the BOD review
- University Assessment (Michael Bean): considering university template for assessments
- Materials and LIVETEXT as required material on syllabus and bookstore
- Syllabi for Summer and Fall – correct standards, course descriptions, and measurable objectives

New Business

1. Review of 3/5 CAPA meeting information

- CAPA is program recognition process to replace SPAs. National recognition is through the state, instead of thorough national programs. We can still utilize national program standards
- Every program will submit 4 activities with a narrative & supporting evidence
- Reviewed general CAPA documents & how to access CAPA in Sharepoint. Narrative ‘starters’, shells & instructions are available in CAPA resource folder. Review the PowerPoints & videos for extra clarification.
- Recommended to start with Activity 4, and end with Activity 1
- If program is not currently meeting standard or performing a task, you can provide an explicit plan for implementation

2. Outstanding Education Major Awards 2024-2025

- Elementary (In-Person) nominees: Joelle Meadows, Abby Craghead, Mia Bennett...Mia Bennett selected
- Elementary (online) nominees: Amanda Church, Megan Combs...Amanda Church selected
- Secondary nominees: Emily McElwain, Opal Toney...Emily McElwain selected
- Special Education nominees: Brooke Murray, Hallie Bair...Brooke Murray selected

3. Summer Professional Development (PD)

- Other institutions offer summer PD, and they provide flyers to local schools. We could offer summer PD through EDPD.
- If you would like to offer a summer PD, you will need to develop the course & syllabi

4. Position Committee

- Andrea Campbell asked for volunteers to serve on the hiring committee for the elementary education position, in addition to Kevin Bennington and herself
- Brenda Epling, Melissa Goodson & Michael Bean volunteered

5. Advanced Program Assessments

- LASHEE updates needed for assessments

- Reading Specialist is working on putting assessments in Qualtrics for LASHEE next week

6.CAEP Standard 3

- Inter-Rater Reliability needs to be completed for all instruments
- R3.1 – recruitment goals, CAPA process, GYO & Level-Up programs, NOYCE grant, Admission Office goals, Gear-Up events, teacher recruitment day, increased accessibility to elementary & special education programs (online), 2+2 agreements
- R3.2 – admission to Teacher Education Program, Residency I & II, program completion, follow-up of completers (1-year post completion), advising (monitoring & support), EDA @ pathway points, advisor evaluations, students paired with mentor teachers for P-12 experiences, technology incorporated into all clinicals & education courses
- R3.3:
 - Proprietary: Praxis II, WVTPA, TPAC, Danielson (all proprietary).
 - Data disaggregated by race, gender, 1st generation & pell eligibility (socio-economic status)
 - Sibme videos
- RA3.1 – revisit advanced recruitment goals, Reading Specialist letters training, Reading Specialist Raleigh County cohort, Educational Leadership Mercer County cohort, recruitment from undergraduate & MAT programs
- RA3.2 – advanced program admission criteria
- RA3.3 – admission into program, monitor GPA throughout program, EDLDA
- RA3.4 – programmatic assessments, internships/capstone, Praxis II (if available)

Concord University
Department of Education Meeting
April 9, 2025

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, Brenda Epling, Melissa Goodson, William Williams

Reminders

- April 11 – TPA released to students @ 3pm
- April 18 – Pro.Ed. course syllabi submitted to Andrea Campbell for CAPA matrix
- April 25 – Awards banquet @ 6:30pm (representative – Adam Coon)
- May 2 – Last day of classes
- May 2 – Early clinical hours & evaluations due
- May 5-9 Final Exams – faculty must utilize this week for final exams
- May 6 – EPPAC partner meeting 11am-1pm in State Room
- May 9-10 – Graduation ceremonies
- May 13 – Final grades due
- **June 6 – CAPA due**
- August 11 – syllabi submitted to Andrea Campbell (not Kim Nichols)

Updates & Announcements:

- 3/26/25 minutes tabled until next meeting
- LAWSHE for graduate program assessments will be done at EPPAC partner meeting
- Be sure to provide specific standards in rubrics for LiveText. We can link rubric items to standards, and then pull a report for the specific standards to find where they are addressed
- Adam Coon attended a Grow-Your-Own conference with high school students in Morgantown to represent CU

New Business

1.EDA Inter-Rater Training

- Faculty presented with scenario, and asked to complete an EDA evaluation based upon the scenario.
- All Dispositions were in at least 80% agreement during final scoring. Each disposition's score was discussed.

D1 Developing:100%	D2 Developing:100%	D3 Developing:100%	D4 Needs Improvement: 15% Developing: 85%	D5 Developing:100%
D6 (1 st round) Developing: 57% Meets Expectations: 43% D6 (2 nd Round) Meets Expectations: 100%	D7 Developing:100%	D8 (1 st round) Developing:28% Needs Improvement: 72% D8 (2 nd round) Needs Improvement: 100%	D9 Developing:100%	

2.CAPA

- Showed faculty standard matrix
- Reviewed gap analysis template
- Pull course objectives from syllabi & standard matrix, and utilize AI for standard alignment. You must be specific for AI to work properly. You can analyze, project, put in narrative form or cite documents
- Activity 1: Can include teacher recruitment day emails & invitations. There will be 12 counties attending. Residents are provided with a list of vacancies prior to the recruitment fair
- Activity 3: Annual course evaluations from students, university assessment reports, 5 year program reviews, & QM if an online course

3.Syllabi for Summer and Fall

- correct standards, course descriptions, and measurable objectives.
- Syllabi need to be sent to Andrea Campbell for review before providing them to Kim Nichols.
- Syllabi need to have standard alignment chart. Make sure all objectives are aligned to a standard, and are measurable. Make sure standards are up to date
- You can use AI to create smart goals based upon course objectives, and to create alignment matrix
- *Pro-Ed. Course syllabi need to be sent to Andrea Campbell by April 18th to add to CAPA matrix*

Concord University
Department of Education Meeting
April 23, 2025

Meeting called to order by Andrea Campbell

In Attendance: Michael Bean, Andrea Campbell, Adam Coon, Anita Deck, William Williams

Reminders

- April 25 – Awards banquet @ 6:30pm (representative – Adam Coon)
- May 2 – Last day of classes
- May 2 – Early clinical hours & evaluations due
- May 5-9 Final Exams – faculty must utilize this week for final exams
- May 6 – EPPAC partner meeting 11am-1pm in State Room
- May 9-10 – Graduation ceremonies
- May 13 – Final grades due
- **June 6 – CAPA due**
- August 11 – syllabi submitted to Andrea Campbell (not Kim Nichols)

Updates & Announcements:

- 3/26/25 & 4/9/25 minutes approved
- LAWSHE for graduate program assessments will be done at EPPAC partner meeting
- Be sure to provide specific standards in rubrics for LiveText. We can link rubric items to standards, and then pull a report for the specific standards to find where they are addressed

New Business

1. Surveys

- Reviewed who is surveyed, and when
 - Candidate Satisfaction – 1-year post program completion
 - Employer Satisfaction – 2 years post program completion
 - Exit Survey – completed in Residency II/student teaching on last day of semester
- Surveys are aligned to standards, but they are too long. We need to work on condensing them.

2. Partner Days

- LAWSHEE for graduate assessments & QA system data review
- Gallery Walk – not scheduled, but could be useful
- We need engaging & useful activities. Please send ideas to Andrea

3. Case Study

- Instead of completing case studies on program completers, we will be completing focus groups with possible EDPD credit

4. TPA Portfolio Residency II

- Students currently complete a portfolio during Residency II --- Do we really need this? We do not need the data from this assignment, but what students complete is beneficial for their future careers
- Proposed that the portfolio be moved to Residency I, and they receive an assignment grade. They can use the contents of the portfolio to apply for CTR positions

5. CAPA

- Activity 4
 - Don't need to submit syllabi, but programs need to provide a summary of progression sheet
 - Excel Document 1 – Standards Alignment
 - Excel Document 2 – Gap Analysis (use the standard alignment Excel document)
 - Start with 4.4
- Activity 3
 - Content specific data & program level (K-6, 5-A, PK-A) data is available