

**Division of Education
Division Meeting Minutes**

August 26, 2016

Division Members Present

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

Updates and Reminders

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

Approval of Minutes

Minutes from the August 12th meeting were approved.

Special Presentation

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

New Business

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

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

Committees: Elections and Appointments

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

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

CAEP Updates

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

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

NON-Agenda Items

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

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

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

Professional Development Schools

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

The meeting was adjourned at 3:45 PM.

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

Members Present:

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

Minutes from last meeting were approved

Updates and Reminders

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

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

New Business

CAEP Updates

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

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

- 2) EPP (Program) assessments:

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

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

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

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

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

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

TWS and Final Student Teaching Evaluation

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

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

Spring Course Offerings

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

Other Discussion:

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

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

Respectfully submitted by A. Campbell
9/9/16

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

Members Present:

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

Minutes from last meeting were approved

Updates and Reminders

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

New Business

Teacher Education Applicants

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

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

Student Teachers TPAs Data

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

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

Spring Course Offerings

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

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

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

Ed Leadership Position Announcement

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

Elementary Education and Secondary Education Programs

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

Other Discussion:

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

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

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

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

Respectfully submitted by K. Hawks
12/08/2016