

Concord University
Department of Education
February 12, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

In Attendance: Andrea Campbell, Kathy Hawks, Anita Deck, Anita Reynolds, Michael Bean, William Williams, Terry Mullins

Updates/Reminders:

- February 26th - Teacher Education Application Materials due via LivText
- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- March 10th – midterm grade report due
- April 2nd – TPA grades due to students
- Sheila Womack’s email about progress reports
- William Williams motioned to accepted 11/12/20 minutes, Kathy Hawks seconded. All in favor.

New Business

1. **Degree Works Issue** – students in the 18-19 or 19-20 Elementary Education catalog are having issues with Degree Works. Degree Works was allowing students to “double dip” their elementary electives and their General Education courses. We are working with the Registrar’s Office to fix the issue. Please have students follow a paper progression sheet for clarification.
2. **WVDE Policy Updates** – We are short on early field experience hours. Candidates must have 125 hours prior to the start of Residency Part1. This went into effect 1/15/21. Most programs currently have 75-100 hours prior to Residency Part1. In order to ensure continuity across all programs, hour increases needed to occur in the Professional Education Component coursework. EDUC210L (level I), EDUC305L (level II) and EDUC306L (level III) have been increased from 25 hours to 45 hours. Students will need to complete specific activities during their clinical experiences in order to meet other content area requirements.
3. **Catalog Audit** - Provost has requested all departments perform a catalog audit in order to check for any pre/co-requisite errors.
 - Elementary – William Williams motioned to accept all EDUC course code changes, Anita Deck seconded. All in favor.
 - Special Education – add consent of instructor to EDSP303 pre-requisite. Anita Deck motioned to accept changes, Terry Mullins seconded. All in favor.
4. **Early Intervention Minor Changes** – 2 of the courses tend not to be offered on a regular basis, and is currently 18hours. Proposing elimination of SOWK323 & CRIM225. Also allow option to take PSY205 in lieu of EDSP265. Kathy Hawks motioned to approve changes, Anita Deck seconded. All in favor.

<p>Current minor:18 Hours:</p> <ul style="list-style-type: none"> • EDPS 265 – Child and Adolescent Development or EDUC 304 – Developmentally Appropriate Practice • EDSP 326 – Development of Communication Systems • EDSP 321 – Special Education in Early Childhood Settings • EDSP 318 – Assessment in Special Education • SOC 301 – Sociology of Families or CRIM 225 – Violence in Society • SOWK 323 – Families and Addiction 	<p>Proposed minor: 15 hours:</p> <ul style="list-style-type: none"> • EDSP 265 – Child and Adolescent Development or PSY 205 – Child and Adolescent Development or EDUC 304 – Developmentally Appropriate Practice • EDSP 326 – Development of Communication Systems • EDSP 321 – Special Education in Early Childhood Settings • EDSP 318 – Assessment in Special Education • SOC 301 – Sociology of Families
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5. **Special Education Minor Creation** – This proposal was taken through departmental approval when Dr. Tucker was still here. This didn’t make it to Academic Council. Students still can take the courses, but they are having to declare the major, instead of being able to declare the minor. This minor would be excellent for students needing to add courses for a full load if denied Teacher Education Admission, or if they would like additional special education knowledge. Anita Deck motioned to accept, Kathy Hawks seconded. All in favor.

<p>Special Education Description (Minor): A minor in special education will provide candidates with knowledge and skills related to special education as well as collaborative skills to work collaboratively with other educators and administrators that provide services to school aged children. The minor is appropriate for pairing with any education program.</p>	<p>Special Education Minor Requirements: 15 Hours:</p> <ul style="list-style-type: none"> • EDPS 303 – Introduction to Special Education • EDSP 326 – Development of Communication Systems • EDSP 318 – Assessment in Special Education • EDSP 370- Planning and Implementation of Individualized Plans for SPED • EDSP 365 – Understanding Difficult Behavior
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6. **Fall Schedules** – Dr. Campbell is working on Fall 2021 schedules to make sure everybody has a full load.
7. **Online Elementary Program** – currently have 27 enrolled students. Online section of EDUC306, EDUC307, EDUC308, EDUC309 Fall 2021, and a face-to-face section of each.
8. **TPA** – 3 TPA per faculty (excluding Anita Deck since she reviews all Mini TPA. TPA will be available to grade on March 15th. Please grade by April 2nd

Concord University
Department of Education
February 25, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

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

Reminders:

- February 26th - Teacher Education Application Materials due via LivText
- March 26th – Year Long Residency Part1 Application Materials due via email to Alison Conner
 - Please be sure candidates are aware of any lacking requirements/hours/courses during advising
- March 10th – midterm grade report due
- March 15th – advising begins
 - Alison Conner will provide current/completed progression sheets for all students in SharePoint next week. Please use these when advising students. DegreeWorks has been having coding issues that are resulting in students taking unneeded courses. Students in the 18-19 or 19-20 Elementary Education catalog are having issues with Degree Works. Degree Works was allowing students to “double dip” their elementary electives and their General Education courses. We are working with the Registrar’s Office to fix the issue.
 - Please be sure to tell students to change catalogs if necessary (noted in email from Alison Conner sent 2/25/21). All students/majors who plan on student teaching Spring2023 or later need to change to the 20-21 catalog to ensure they are taking the correct/updated version of courses. This can be done using the Registrar’s Office form: <https://apps.concord.edu/forms/view.php?id=131330>
- March 15th – submit self-evaluation, peer review/evaluation and updated curriculum vitae to Andrea Campbell & Kathy Liptak. You do not need to re-submit PAS or student evaluations.
<http://www.concord.edu/ConcordUniversity/media/About/Important%20Offices/PDF/The-Faculty-Portfolio-FINAL.pdf>
 - Self-evaluation narrative (6 pages max) including evidence of teaching effectiveness, scholarly and/or creative activities and service.
 - The Curriculum Vita is optional if there is more you want to add that was NOT on the current PAS
- March 22nd – course selection begins
- April 2nd – TPA grades due to students

Updates/Announcements

- February 11th Department of Education Meeting Minutes approved
- Fall schedules are being entered into the system.

New Business

1.Senate bill 14 & 15

- Senate Bill 14 (addressing Alternative Certification) - Member from the American Board gave presentation. This organization provides online modules for individuals with bachelor’s degree. This is a self-paced, 1-year online program. If an individual can pass Praxis II and complete 2 final exams, the individual will be eligible for same license as somebody that goes through a traditional Educator Preparation Program. This will cost \$1900, but a discount available. This program has no GPS requirements, no praxis core requirement, and doesn’t have to be related to bachelor’s degree field.
- Senate Bill 15 - limit pay raises for in-field teachers, unless/until they receive a master’s degree in-field

2.APC Evaluation – please provide feedback on proposed evaluation of administration document to Andrea Campbell

3.Graduate Program - We currently have 69 M. Ed. and MAT students, which is allowing for more course sections, but also requires a very specific rotation to ensure a full course load. Working with Admissions Office on cohesive advertising plan.

4.Clinical Experiences

- TPA - Everybody was sent list of students to review. TPAs are due from students March 15th, please check that they are accessible within a few days. If not, please contact students.
- YLR1 residents are now eligible to substitute.

5.Student Bill of Rights - please review and email Michael Bean your input/feedback by March 5th. Document is available in SharePoint at link below

https://mycuconcord.sharepoint.com/:w:/s/educationdepartment/EXs_8PCQasxDnWwzhZsr4kcB_kyLnIrmzZiSoGajAMjW_Q?e=4zmcjn

Concord University
Department of Education
March 11, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

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

Reminders:

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 - Please be sure to tell students to change catalogs if necessary (noted in email from Alison Conner sent 2/25/21 & on progression sheets). All students/majors who plan on student teaching (YLR2) Spring2023 or later need to change to the 20-21 catalog to ensure they are taking the correct/updated version of courses. This can be done using the Registrar’s Office form:
<https://apps.concord.edu/forms/view.php?id=131330>
- March 15th – submit self-evaluation, peer review/evaluation and updated curriculum vitae to Andrea Campbell & Kathy Liptak. You do not need to re-submit PAS or student evaluations.
<http://www.concord.edu/ConcordUniversity/media/About/Important%20Offices/PDF/The-Faculty-Portfolio-FINAL.pdf>
- March 22nd – course selection begins
- April 2nd – TPA grades due to students, copy Kathy Hawks on emails that contain correction instructions
- April 9th – TEP Portfolio reviews due

Updates/Announcements

- February 25th Department of Education Meeting Minutes approved
- Terry Mullins has announced that he will be retiring at the end of the Spring 2021 semester.
- PDS allotted money for Professional Development that was unable to be used due to COVID. State department is allowing us to pay our Year Long Residency Part 1&2 mentors and candidates this semester.

New Business

- 1. Online Program Courses** – only students in an official online program can register for ‘OL’ sections. These sections will open to all students the first week of class if there are seats remaining.
- 2. Advisee Lists & Completed Progression Sheets** – Alison Conner provided electronic advising materials. These can be accessed by going to SharePoint→Education Department→Advising Materials→Advisee List & Completed Progression Sheets→202102 (Spring 2021). This also includes information regarding TEP status, missing items or catalog change information. If you download the PDF, you will be able to “jump” to specific students’ progression sheets using the bookmarks. If there is an arrow next to a grade of the progression sheet, this means that the course has been repeated or needs to be repeated. The notation “IP” indicates that the course is currently “In Progress.”
- 3. Clinical Experiences** – We are still unsure of which counties, if any, will be open to early clinical experiences in the fall. Students will be provided with the Early Clinical Experience Request form via email from Alison Conner in early August if school systems are open to us. Counties seem to be receptive to summer placements, so hopefully they will be receptive during the fall semester too.
- 4. Graduate Audits** – You may have received an email from the Registrar regarding a graduate. Dr. Huffstetter has requested that we start a graduation audit process when they reach a certain number of hours; this will trigger Registrar’s Office to generate the audit. This is basically a print-out of DegreeWorks. We do this internally within our department at multiple points throughout our program, and DegreeWorks tends to have errors in regards to education majors that we catch during our processes.
- 5. Catalog Change** – changing “EDUC460 Student Teaching - 6 hours” to “EDUC460 Clinical Experience Level V - 12hours”. This is to officially change Student Teaching to match the other leveled clinical experiences, as well as the residency model. Students would take the one 12-hour EDUC460 course, instead of the two 6-hour EDUC460 courses. Nancy Burton motioned to accept, William Williams seconded, all in favor.

Concord University
Department of Education
March 25, 2021
Department of Education Meeting

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Updates/Announcements

- March 11th Department of Education Meeting Minutes approved
- BOG Report due to Andrea Campbell in SharePoint April 2nd

New Business

- 1. Advising Issues** – students have been receiving errors when trying to register for courses. We are working with Registrar's Office to resolve the issue. Please let our office know of any issues that seem to be reoccurring.
- 2. EDSP303** - included in some of the Sociology & Social Work minors. Students are allowed to take the course without meeting the pre-requisites.
- 3. New Faculty Member** - Hoping to get approval to hire for Elementary Education faculty member. Candidate will be expected to be face-to-face 4-5 days per week. Education has the most students across campus. Social Work has the second highest student count, but twice as many faculty as education.
- 4. Employer Satisfaction Data Collection Methods** – having issues in getting data regarding employer satisfaction (low response rate). Dr. Campbell has asked faculty to come up with other means of obtaining this information. Survey emailed to principals of candidates after their 1st year of employment. Dr. Williams suggested making targeted/specific phone calls using a standard set of questions in order to supplement the electronic surveys.
- 5. WVDE developed 3 training modules for Praxis Math Core** – modules began March 8th. We must have a liaison from our department who would work with WVDE to enroll student in WV E-Learn, set up all student accounts, monitor module progress, and when student reaches 80% completion the liaison will have to proctor practice tests (as many attempts as they would need). Once completed, liaison will need to work with WVDE to report data.
- 6. Student Bill of Rights** – SGA representative presented student bill of rights to Faculty Executive Board (FEB). Dr. Deck will send to faculty members. Let her know any comments/concerns.

Concord University
Department of Education
April 24, 2021
Department of Education Meeting

ZOOM Meeting called to order by Andrea Campbell

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

Reminders:

- April 30th – Last day of class
- April 30th – LiveText will close for students' clinical experiences
- May 3rd – 7th – Finals Week
- May 11th – Final grades due by noon
- May 14th – TEP admission requirements due for conditionally accepted candidates
- May 19th – Last day to register for Summer1 (minimum 8 for full enrollment)
- June 1st – submit Employer Satisfaction Interview data/summary via SharePoint
- June 1st – submit Case Study Interview data/summary via SharePoint
- June 23rd – Last day to register for Summer2 (minimum 8 for full enrollment)

Updates/Announcements

- March 25th Department of Education Meeting Minutes approved
- Residency Part1 Fall 2021 will have 33 candidates
- Elementary Education faculty position has been posted. All faculty will be able to attend presentations of applicants.
- Social Work is moving into suite 104. We will be moving our copier/supplies to Rm101, and Nancy Burton will be moving her office.

New Business

1. Financial Aid & Minors – Federal Financial Aid will not cover a course that is not part of the 120 credit-hour degree plan. If the minor course is in addition to the 12-hour minimum full-time requirement, the course can be covered by financial aid. If the minor course is being used to obtain at least 12 credit-hours for full-time, the course won't be covered. If we had "elective" courses for flexibility, students could have used the minor courses to fill these spots. Many of our students tend to add minors when they are unable to be admitted to TEP to get a full schedule while they work on Praxis Core exams; they will most likely not be able to do this any longer. We are being told to advise students to drop to part-time, or pay for the course out-of-pocket. We may need to have students attempt praxis earlier, and apply for TEP in EDUC210.

2. Employer Satisfaction Data (William Williams) – We needed to find a way to make this simpler, and easier on the principals. This led the development of a semi-structured interview using open-ended questions. Ideally we would need to target principals we are familiar with, and have built a relationship with. Each faculty will contact 2 principals of graduates that we know where they are teaching, and do a 6 question prompt phone interview (based upon the "Where are they now?" survey. The semi-structured interview is somewhat scripted in order to remain reliable and valid. This can be done via phone, or through Zoom. This will be piloted this semester. Please try to contact principals by June 1st.

Fall 2019 Graduates

- Nancy Burton – will contact Hinton Area Elementary for Cara Altice (Elementary)
- Kathy Hawks - will contact Athens Elementary & Sun Valley for Tyler Weaver (Music)
- William Williams – will contact James Monroe High for Elizabeth Greenlee (MAT Business); will contact Auburn Middle for Kenna Knowles (Health)
- Anita Reynolds – will contact Princeton High for Ashleigh Freeman (MAT Biology)
- Anita Deck – will contact Liberty High for Taylor Blankenship (Math)

Spring 2020 Graduates

- Andrea Campbell – will contact PikeView Middle for Brandon Lester (SPED)
- Kathy Hawks – will contact Elementary for Kandace Barnette (Elementary)

3. Case Study Data – Will be divided between faculty, and will be piloted this semester. We will contact 2 completers from each area (elementary, special education, secondary, reading specialist, educational leadership). Completers will answer 2 interview questions, and they would share their scores that their supervisor conducted on them for specific indicators on the WV Evaluation Rubric of Teachers (WVERT). The same completers will be contacted 3 consecutive years. Please try to contact completers by June 1st.

- Michael Bean - Matthew Thomas (Secondary) & ??? (MAT)
- Andrea Campbell – Alison Miller (Secondary)
- Nancy Burton - Amanda Sesco (Special Education) & Brandon Lester (Special Education)
- Kathy Hawks - Pearl Knott (Elementary)
- William Williams - Wendy Basham (Elementary)