**Approved as amended (see changes 3.d.)**

**Teacher Education Committee Meeting**

**Minutes**

**September 11, 2019**

**3:00 p.m., room 222, School of Education**

**“Preparing professional educators who are committed, collaborative, and competent.”**

**Attendance:** I. Aiken, M. Ash, L. Brewer (WebEx), D. Chilcote, S. Cinnamon, M. Edwards, I. Falls, C. Giambatista, K. Granger, R. Hagevik, E. Jeon, S. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Liftschitz-Grant, Z. Locklear, L. Mitchell, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Telemeco, T. Trendowski, J. Whittington, S. Woodside

**Guests:** C. Clemens, J. Sciulli

1. **Call to order – Welcome & Introductions -** The meeting was called to order at 3:05pm. By Dr. Zoe Locklear. All TEC members were reminded to sign in and get a folder with printed meeting materials. Also, all members were invited to select and sign up for a TEC subcommittee for the 2019-2020 academic year, giving consideration to serving as chair for any of the committees. Dr. Locklear shared that Dr. Jose Rivera has agreed to chair the Policy Review Subcommittee. TEC members then introduced themselves.
2. **Approval of the minutes:**
3. A motion to approve the minutes of the April 10th TEC meeting was made by Dr. Roger Ladd, 2nd by Mary Ash. Motion approved.
4. A motion to approve the minutes of the August 6th Called TEC meeting was made by Dr. Kim Sellers, 2nd by Dr. Roger Ladd. Motion approved.

1. **Good News**
2. Dr. Rita Hagevik and colleagues have been awarded a $1 million NSF STEM grant supporting scholarships and STEM careers.
3. Teacher Resource Library update – Claire Clemens shared information about the services of the TRL and upcoming Open House scheduled for September 16th. Faculty are invited to sign up for instructional sessions for their classes. She also encouraged faculty to submit new items to be ordered.
4. Dr. Joe Sciulli encouraged faculty to attend commencement ceremonies.
5. Dr. Serina Cinnamon has been appointed to the NCDPI committee to ~~create a~~ review the new Social Studies ~~course~~ Standards on personal financial literacy for the Standard Course of Study.
6. Dr. Gretchen Robinson shared that a Culturally Responsive Teaching professional development opportunity will be offered on October 31st and will be open to campus.
7. Dr. Jose Rivera shared that an Introduction to Music Education methods course is being taught in the School of Education and using TRL resources. Dr. Zoe Locklear extended the invitation to program coordinators and directors to schedule courses, especially methods courses, in the SOE. Dr. Sciulli responded with a reminder that if interested, room requests should now be submitted as the spring 2020 schedule is being developed.
8. Dr. Jose Rivera shared that he will host an edTPA national scorer on October 21st at 6 pm.
9. Dr. Lisa Mitchell shared she is an advisory board member for the Women in Educational Leadership Symposium to be held in Boone, NC. Registration is now open.
10. **Curriculum proposals: None**
11. **Action Items:**
12. Admission into the Teacher Education Program – Ms. Mary Klinikowski. Approved.

(see list)

1. Revised Intern Observation Form and Procedures – Dr. Kay Pitchford made the motion; 2nd by Mary Ash.

Proposed: Until further notice, University Supervisors will complete the paper form, secure all signatures, and submit the completed form to Nicky Bullard, USP Office. Dr. Kay Pitchford, in collaboration with University Supervisors and others, will seek an electronic solution and will revisit this procedure when one has been developed or identified.

Amended proposal: Motion by Dr. Serina Cinnamon, 2nd by Mary Ash: Approved

Until further notice, University supervisors will complete a hard copy paper observation form, secure all signatures and submit the original hard copy to Nicky Bullard in the USP office with 2 observations to be completed by midpoint and 2 additional observations to be completed by the final. Dr. Kay Pitchford, Director of University School Partnerships and Clinical Partnerships in collaboration with University Supervisors and others, will seek an electronic solution and will revisit this procedure when one has been developed or identified.

Notes from discussion: A total of 4 observations will be required. Dr. Jose Rivera recommended reviewing policy for 2 evaluations before midpoint and 2 before the final.

For the midpoint and final evaluations, both paper and Taskstream submissions will still be required. For now, there will not be a fillable PDF. Printed “hard” copies must be submitted to Nicky Bullard, USPCP Office. Observation forms should not be placed in campus mail, but rather should be delivered to the USPCP Office.

1. **Report - Hearing Appeals Board – Dr. Kelly Ficklin (report made by Dr. Mary Ash)**
   1. Mary Ash provided a summary report on the hearings that have been held for this academic year.
   2. A discussion was held regarding advising and how effective advising might help avoid appeal situations. An advising update for all TEP faculty is scheduled for September 19th at 2pm in room 222, SOE.
2. **Report - Director of Teacher Education – Dr. Karen Granger**
3. A Disposition Work Group to develop a remediation plan including edTPA & EDA will be formed. If interested in serving, contact Dr. Locklear.
4. A Work Group to examine the grade of C- in Professional Studies Core, Content Pedagogy, and Content courses requirement for TEP admission and matriculation will be formed. If interested in serving, contact Dr. Locklear.
5. Dr. Granger will schedule a series of MAT program meetings with respective graduate program directors to address processes and procedures. Dr. Locklear recommends a series of weekly meetings to create recommendations for the TEC.
6. An announcement was made that, in collaboration with the Student Success Center and the Teacher Resource Center, the student support event - “Praxis Boost Days” – has been tentatively scheduled for December 9 & 10. The focus is on Praxis Core. Additional information will be provided.
7. **Report - Accreditation Coordinator – Dr. Mabel Rivera**
8. Dr. M. Rivera spoke to the CAEP Standards and UNCP Rubrics. She distributed folders that included information that will be used in future TEC and PC/PD meetings.
9. Dr. M. Rivera and Mary Klinikowski led the TEC members in a Sample Lawshe Rating exercise. Dr. M. Rivera shared information about the Lawshe rating method that will be used to establish content validity of adopted rubrics.
10. **Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski**
    1. Residency Licensure candidates - list presented for information only
    2. Recommendations for Licensure - list presented for information only
    3. Data - Not shared
11. **Report - Office of USP & Clinical Practice – Dr. Kay Pitchford**
12. edTPALs Report – resources provided on new website. A request for a new student fee will be submitted as part of the miscellaneous fee process to include the voucher cost – currently $300.
    1. <https://www.uncp.edu/academics/colleges-schools/school-education/educator-preparation-office/university-school> - this site provides links for teacher candidates, supervisors, clinical teachers, faculty, and staff.
    2. Dr. Locklear recognized Dr. Pitchford for all of her work in the development of this website. The TEC members expressed their appreciation as well.
13. Fall 2019 Interns – Final list shared for information only.
14. Fall 2019 Interns – MSA, School Counseling, Social Work – Lists information only
15. Spring 2020 Interns – Current list - as of today’s date - Shared for information only; Dr. Pitchford asked program coordinators to remind students to complete the necessary application forms.
16. Dr. Pitchford reminded everyone that GoREACT is free this semester to explore the resource. Three faculty have used GoREACT through Canvas. Dr. Jose Rivera shared his students’ experiences stating that it takes about 3-5 minutes to upload a 15-minute video using WIFI. They have not been as successful recording live as the video may be lost. Faculty can contact Dustin for assistance at [dustin@goreact.com](mailto:dustin@goreact.com)
17. The Teacher Education Career Fair is scheduled for Friday, November 8, 11am - 1pm, UC Annex. All faculty are invited to attend. The event will begin with a panel of personnel administrators speaking to the interns about hiring practices, professionalism, etc. Dr. Locklear shared that our partner LEAs will not be charged the $75 registration fee. The dean’s office will pay this cost. All other LEA participants will be charged the $75 registration fee by the Career Center – not the SOE. The dean’s office and Career Center will split the cost for lunch for all participants.
18. A Fall 2020 internship meeting is scheduled for October 3, 4pm or October 4, 10am, SOE, room 102. Dr. Pitchford provided an information flyer for distribution.
19. A Spring 2020 internship orientation meeting is scheduled for November 20, 5pm or November 22, 9am, SOE, room 102. Dr. Pitchford provided an information flyer for distribution. Dr. Pitchford reminded everyone of the checklist listing all items that must be completed by orientation.
20. **Report – Director of Recruitment & Retention – Dr. Jennifer Whittington**

Faculty and students are encouraged to volunteer and assist with the following events:

1. Teacher Cadet Day, Saturday, September 21, 1 - 4pm, SOE
2. Pembroke Day, Thursday, September 26, 3 - 7pm – See UNCP Serve to volunteer
3. PSRC Football Night, Saturday, September 28, 5pm
4. UNCP Open House, October 12 – See UNCP Serve to volunteer

1. **Report - Technology Coordinator – Dr. Cindy Giambatista**

Dr. Giambatista encouraged faculty to complete an interest survey to provide feedback as to technology assistance they would like to receive, including workshops. Faculty can also make appointments with Dr. Giambatista. Interest survey <http://bit.ly/Technology2019>

1. **Report – Dean’s Office – Dr. Zoe Locklear**
2. Dr. Locklear will ask the Policy Review Subcommittee to consider the TEC composition for this academic year, including voting members and the role/responsibilities of the Director of Teacher Education.
3. A Subcommittees sign-up sheet was circulated.
4. Student representatives are needed for this year - 2 undergraduate & 1 graduate
5. The LEA representatives on the TEC for this year include:
   1. Principal: Joanna Hunt, Pembroke Elementary School, PSRC
   2. Teacher: Zach Jones, Elementary teacher, PSRC
   3. Central Office: TBD (note: Dr. Antonia Beatty, Assistant Superintendent, Bladen County Schools, declined reappointment citing work conflicts.)
6. PC/PD meetings - Possible future dates: October 24, 2-4pm - Annual Report Data; November 18, 2-4pm - edTPA and internship data, CAEP rubrics at all meetings
7. Dr. Locklear reported that she asked Ms. Melissa Edwards, Dr. Shenika Jones, and Dr. Danielle Chilcote, to join the Dean’s Leadership Group. Other faculty include: Dr. Karen Granger, Ms. Mary Klinikowski, Dr. Lisa Mitchell, Dr. Kay Pitchford, Dr. Mabel Rivera, Dr. Gretchen Robinson, Dr. Joe Sciulli, and Dr. Jennifer Whittington. The Dean’s Leadership Group will advise and assist the dean with various administrative projects, including the development of the TEC meeting agendas.
8. Dr. Locklear reported that additional information will be shared regarding the new EPP Accountability Model as described in [HB 107](https://simbli.eboardsolutions.com/SB_Meetings/ViewMeeting.aspx?S=10399&MID=5736). She also reminded the members of the IHE Performance Report which was legislatively mandated around 1999 – which had a similar evaluative purpose.
9. Dr. Locklear reported that an interest meeting will be held with representatives from Academic Partnerships (AP) for the Elementary, MSA, Reading, and Special Education programs on September 17, 12-2pm, SOE, room 102. Additional program coordinators/directors expressed interest in attending, including: Art, Mathematics, Science, and Social Studies.
10. The SOE Assistant Dean of Research position description will soon be released. The Arts and Sciences description has been posted.
11. Dr. Locklear shared on behalf of Dr. Olivia Oxendine that the State Board of Education (SBE) is considering a MOU with the Association for Advancing Quality in Educator Preparation (AAQEP) as part of its September discussion/October action items.
12. **Announcements:**
13. Teacher Cadet Day, Saturday, September 21, 1 - 4pm, SOE
14. CAEP Conference, September 25-27, Washington, DC
15. Pembroke Day, September 26, 3-7pm
16. NCACTE Fall Forum, September 30 – October 2, Raleigh
17. Fall 2020 internship meeting October 3, 4pm or October 4, 10am, SOE, room 102
18. EPP Advising meetings October 9, 5pm and October 10, 10am, room 222
19. VSA, Friday, October 11
20. Open House, October 12
21. Fall Festival (Shining Stars), Thursday, October 31, 9 -11am, Oxendine & SOE
22. Read-In, TBA
23. Teacher Education Career Fair – Friday, November 8, 11am – 1pm, UC Annex
24. STEAM day, November 16
25. Spring 2020 internship orientation meeting November 20, 5pm or November 22, 9am SOE, room 102
26. Pinning Ceremony, December 5, 4pm, UC Lounge
27. Commencement – Graduate Friday, December 6, Undergraduate December 7
28. Praxis Boost – December 9 & 10 (tentative)
29. **Information/Handouts**
30. TEC 2019-2020 Meeting dates
31. Listservs: TEC, SOE faculty, SOE staff
32. **Adjournment** – The meeting was adjourned at 5:11pm.

**Next meeting: Wednesday, October 9, 3:00 p.m., room 222, SOE**

**Submitted:** Zoe W. Locklear, Ph.D.