**Teacher Education Committee Meeting**

**Minutes**

**January 15, 2020**

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

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

**Attendance:** I. Aiken, M. Ash, S. Cinnamon, M. Edwards, I. Falls, K. Ficklin, C. Giambatista, K. Granger, D. Griner, R. Hagevik, E. Jeon, S. Jones, Z. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Lifschitz-Grant, L. Mitchell, O.Oxendine, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Trendowski, J. Whittington, S. Woodside

**Guests:** E. Locklear, M. Locklear, J. Sciulli

1. **Call to order** 3:03 by Dr. Mitchell.
2. **Approval of the minutes:** Defer to February meeting (Dr. Locklear is out sick)

1. **Good News**
   1. Dr. Sumalee Tientongdee, SSRU Thailand is with us for the entire semester. She teaches on Mondays and is on campus MWF 9:00-4:00 pm. She will also work with school partners and has previously visited with Pembroke Elementary and CIS in August. Her expertise is Science Education and Physics and she is working with Kelly Ficklin on STEM. Lee’s office is SOE 312 and she can be reached at sumalee.ti@ssru.ac.th
   2. Dr. Irina Falls, appointed Interim Assistant Dean of Research starting January 1. She is meeting with different people on campus help to develop scholarship, service, grants, support the schools and is available to come to departmental meetings to show how to look for resources. She will support the entire EPP and encourages seeking of external funding and resources. OSRP consultant coming to campus and meeting with campus folks to evaluate our policies and will go from there.
   3. Dr. Jennifer Whittington, appointed Elementary Education Undergraduate Coordinator January 1.
   4. Dr. Amy Van Buren, appointed edTPA coordinator will leading students through edTPA support sessions this semester.
   5. UNCP awarded a UNC System Science Challenge grant to support Family STEAM day and Innovation and Invention Day – meet February 5 if you are interested.
2. **Curriculum proposals:**
   1. **None at this time**
3. **Action Items:**
   1. Admission into the Teacher Education Program – Ms. Mary Klinikowski Mary brought the motion forward Kelly 2nd motion unanimously passes
   2. Recommendations from Policy Review Subcommittee – Dr. Jose Rivera
   3. **Recommendations of the composition of Teacher Education Committee** – Irene raised the question around the inclusion of Deans across the Institution. Have these individuals always been included? (correct title for Dean of the Graduate School) Summer asked about her Director of Field Education being appointed to TEC (like Kay’s office) Lisa suggested to save for later. Proposal brought forward by the Policy SC, Mary Ash 2nd - motion passes unanimously.

EPP Program Coordinators and Program Directors including add-on (i.e. AIG) and licensure programs

**Faculty representative from each of the educator preparation program areas and programs components**

Dean of the Graduate School, Dean of Arts and Sciences, and the Dean of the School of Health Sciences, Associate Dean(s) of SOE

Student Representatives (2 undergraduate; one graduate)

Regional School Districts Representatives (3) (current practice has been one teacher, one building administrator, one district administrator)

Educator Preparation Program Staff members (administratively housed in SOE and report directly to the SOE Dean, but functions serve the entire TEP/licensure programs): Director of Assessment, Licensure Officer, Director of Accreditation, Director of Recruitment and Retention, Director of University-School Partnerships and Clinical Practice, Coordinator of Instructional Technology, and edTPA Coordinator

No individual may vote more than once

* 1. **Consistent Program Representation** Proposal brought forward by the Policy SC Olivia Oxendine 2nd - motion passes unanimously. Olivia suggested a change in language from will to may (friendly amendment). Cecilia’s question about Program Coordinator/Director may not address all issues in a dual role (for example Mary K.) Serina suggested this proposal for PC/PD. Cecilia said we need to revisit the discussion. Voted on the proposal as is.

The Teacher Education Committee requires a faculty representative from *each* of the educator preparation program licensure areas and programs components (graduate, undergraduate, or add-on)

Current practice has allowed the elimination of a program vote by consolidating positions, in contradiction to EPP policy requiring a representative for *every* licensure area.

If a faculty member serves a dual role as both program coordinator and director, the respective Department chair may nominate a designee to represent one of the two program areas. The Dean/Director of EPP and Provost would then appoint this additional representative to TEC for the academic year. This designee is required to serve on TEC and relevant subcommittee(s).

An appointed designee does not have to meet licensure expectations in order to serve on TEC

It is strongly recommended that the Department Chair, in consultation with the current Program Coordinator/Director, will nominate a designee to the Dean/Director of the EPP.

*Effective/Implementation date Fall 2020*

* 1. **Role of the Dean and Director of EPP** Proposal brought forward by the Policy SC Kim Sellers 2nd - motion passes unanimously.

The Dean of the School of Education serves as the Director the Educator Preparation Program and administers and chairs the Teacher Education Committee (TEC)

The Dean/Director of EPP represents the Educator Preparation Program communicates with campus administration, deans and campus community.

The Dean/Director of EPP advocates on behalf of the Educator Preparation Program (Campus-wide unit).

The Dean/Director of EPP serves as the representative for the Educator Preparation Program to attend meetings for the Faculty Senate, the Graduate Council, and other pertinent entities on and off campus

The Dean/Director of EPP appoints sub-committee chairs to the Teacher Education Committee

* 1. **Chairing the Teacher Education Committee** Proposal brought forward by the Policy SC, Rita Hagevik 2nd - motions passes unanimously. Suggestion to merge the first two bullets on the slide and change language “bears sole responsibility”.

The Dean/Director of EPP shall serve as the Chair of the Teacher Education Committee and bears sole responsibility for chairing and directing the Teacher Education Committee.

In this role, the Dean/Director of EPP administers the creation and distribution of the TEC agendas and minutes.

The Chair of the TEC follows and enforces Robert’s Rules of Order at all TEC meetings.

The Dean/Director of the EPP shall ensure that proper protocol is followed in the creation of the agenda, including routing of agenda items to appropriate sub-committees.

* 1. **Subcommittee membership** Proposal brought forward by the Policy SC, Cecilia Lara 2nd - motion passes unanimously. Rita question sounds like we are formalizing SC? Is there a system in place where SC have shared drives to have access? Currently there is a folder in OD with meeting materials. Who is responsible for saving/sharing this information? Up to the Chair to manage and maintain – may need to include a sentence in PSC narrative as how things are tracked and shared outside people. Every SC should share out at meeting. Olivia called for point of order. Items discussed were not related to proposal. Suggestion to continue discussion at PSC meeting.

Subcommittee chairs must be drawn from the TEC

Subcommittee chairs cannot be SOE/EPP staff members

Subcommittees may recruit non-TEC members who work in the EPP, once *all* TEC members have been assigned to a subcommittee. Subcommittee must present a written rationale for addition of non-TEC members for Dean/Director of EPP’s consideration.

Subcommittee members are expected to engage actively in the work of the subcommittee

All subcommittee meetings are open, though a subcommittee may go into closed session if necessary.

All subcommittee members are appointed by the Dean/Director of EPP by the October TEC Meeting

* 1. **TEC voting/non-voting members** Proposal brought forward by the Policy SC, Kim Sellers 2nd - 8 for voting/10 opposed/2 abstentions

We will maintain the current practice of voting and non-voting members

Joe clear program definition what is the purpose of the folks on the right need a vote? Serina clear separation of powers think about form and function. Those on the right executive branch implement the power of all staff already wield voice and power and cross over and vote creates a dynamic. Jose everyone is valued, if you are on the right this is in policy not value of who you are.

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| --- | --- |
| Voting TEC members | Non-voting TEC members |
| Dean of the School of Education  Program Coordinators (including Add-on Licensure Programs)  Program Directors (including Add-on Licensure Programs)  Deans of the Graduate School, Arts & Sciences, Health Sciences  Program Designee when appointed (if change approved)  Student Representatives  School District (LEA) Representatives | Associate Dean(s)  Director of Assessment  edTPA Coordinator  Director of Accreditation  Director of Recruitment and Retention  Director of University-School Partnerships and Clinical Practice  Licensure Officer  Coordinator of Instructional Technology |

* 1. **Timeline – procedures for items coming before the TEC** Proposal brought forward by the Policy SC, Rita Hagevik 2nd. All in favor - Kim Sellers abstained.

Rita, discussion need to have a process for folks to see what is going on…TEC members can keep abreast of agendas and minutes through…want process to be transparent. Make sure minutes, agendas, sign in sheets in terms of transparency. Olivia the SC should drive the work of the Agenda. Serina this is a step toward transparency – if we follow the format the information will have gone through 3 meetings.

TEC member, Sub-committee may bring items to the TEC under one of the following categories; Curriculum/Program changes may go straight to action/vote

**Information:** Only present/introduce new information item presented to the TEC (Things to come, trailer, prep thinking)

**Discussion:** Draft proposals; Closer to action (30 days from vote taking)

**Vote/Adoption:** After PD/PC have discussed action items presented to the TEC with other departmental faculty, action items are presented to the TEC for vote.

Members of the TEC may meet with the Dean to share agenda items for TEC.

Action items for the TEC agenda should be proposed first to the relevant subcommittee.

Jose’s last item on slide presentation information only.

* 1. **Policy Appeals form – change to** [**electronic**](https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3DKOOiGg990U-SFsR5ocFPnbUqevNz-0pLmfFK47heeMdUQ0wzMkVWQ0NEVVRMUkhHUUc4UEZLUEQxMiQlQCN0PWcu%26Token%3Da37273a1871b44f992b1871d686954d2) Proposal brought forward by the Policy SC 2nd
* Look at standard for gender in choices (drop down box)
* Delete early release from Internship
* Print out to get signatures
* Question about the addition of Chairs to HA form – Gretchen asked. Conversation around informing chairs or having them to sign. Communication of form also with Licensure Officer.
* Kelly stated that she emails all involved when an Appeal comes forward
* Send back to Policy for clarification around DC signature vs information purposes.

1. **Report – Policy Subcommittee**
   1. edTPA requirement discussion - Jose presented information related edTPA. Downi mentioned students with accommodations through ARC and how does this translate into edTPA – what if student fails because their accommodations were not met? NC policy allows students three years to pass edTPA. Policy meeting on Monday, January 27 at 9:00 am. Policy Subcommittee Ppt in OD.

Conversation around Praxis II scores and support for those prepping for this exam. Downi brought up how we are helping our students. Jose mentioned his work on the Music Education Committee in NC with HBCUs. Continued conversation on Praxis Core, Praxis II and edTPA.

1. **Report - Technology Coordinator – Dr. Cindy Giambatista resend Google classroom link – other needs see Cindy for tech.**
2. **Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski**
   1. EPP Annual Reports past due missing BK add on, ELE, Math, Music, MSA Resa, Sped, SSE please get to Mary she will work with folks Monday after lunch or Tuesday/Thursday
   2. Taskstream – all EDN 2100 students should be good. Mary working to delete accounts all - fall 2019 Interns deleted. Deactivated students with zero logins. Get students to upload assignments into TS get students to use and then evaluate in TS. Do BIS students need TS? BIS students required to take EDN 2100 and do FE. Do not have a portfolio in TS but will have assignments.
   3. Residency Licensure updates about 100 for UNCP. edTPA will affect MAT Candidates. See handout.
   4. Recommendations for Licensure see handout.
   5. Praxis II / Licensure Exam pass rate – review of test scores across the unit
3. **Report - Office of USP & Clinical Practice – Dr. Kay Pitchford**
4. Spring Teacher Education Career Fair – Friday, April 24, 2020
5. Spring Pinning Ceremony – May 7, 2020
6. Spring 2020 Interns – Current list
7. Spring 2020 Internship Calendar
8. edTPALs
9. **Report – Dean’s Office**
   1. TEC Subcommittees – requesting meeting dates for spring
   2. Praxis II workshops – February (tentative) Maybe Naomi and Jenn’s SC can take this up first. Discussion around dates in February and may have two dates…test taking strategies?
10. **Announcements: see** [**Save the Dates**](https://bravemailuncp.sharepoint.com/:w:/t/TEC/Efa3xmtsCDRBqBBxoMD_YXMBS3suSLASJMjnx1QhA4844g?e=I7kfV0)
11. Annual Drive-In Counselor Conference, Friday, February 21, 2020
12. AACTE 72nd Annual Meeting: February 28-March 1, Atlanta, GA
13. Spring CAEPCon: March 9-12, New Orleans, LA
14. Spring Teacher Education Fair: Friday, April 24, UC Annex
15. 2020 NCACTE Fall Forum: September 23-25, North Raleigh Hilton
16. Fall CAEPCon: September 29-October 3, Washington, DC
17. **Adjournment 5:04 pm**

**Next meeting: Wednesday, February 12, 2020, 3:00 p.m., room 222, SOE**

**Restfully submitted, Lisa N. Mitchell**