

Minutes in YELLOW refer to ST-11

Minutes in GREEN refer to TPA

Professional Education Unit Council Minutes
Wednesday, September 3, 2014

Voting Members Present: K. Adams, J. Androzzi, H. Baker, S. Beard, D. Burke, T. Cole, R. Conley, D. Gonzol c. hannah, D. Hively, D. Kennard (Chair), L. Johnson, R. Mercado, B. Mitchell, D. Modler, J. Penland, L. Porter, S. Shurbutt, K. Spencer, G. Toole

Voting Members Absent: Berenschot, K. Corpus, S. Lovell, J. Penland, J. Tuttle, Elementary SESA Rep., Secondary SESA Rep

Visiting: V. Hicks, Brett Gallagher, BRCTC

The Chair called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

MSA/U: Approval of April 16, 2014 minutes.

JUNCTURE APPLICATIONS

Juncture requests for candidates were sent via email last week. Since there were no objections to the candidates, they were allowed to register in their next level course.

SHEPHERD UNIVERSITY/BLUERIDGE CTC AGREEMENT

Brett Gallagher reported that Shepherd University and Blue Ridge Community and Technical College signed an agreement over the summer to provide a seamless transition from BRCTC to Shepherd University. She indicated that, without any marketing, there are 25 students enrolled in the program. That includes, social studies, English, mathematics, and elementary K-6. They are currently offering EDUC 150 and EDUC 200 with the expectation that the first four candidates will graduate in December 2015. She thanked Shepherd University for being open to this opportunity. Blue Ridge CTC is working on a brochure that will outline the curriculum that will be posted on their website. Shepherd President Suzanne Shipley and Blue Ridge CTC President Peter Checkovich signed the agreement June 30 in a ceremony at Blue Ridge CT.

A collaborative teacher education program will allow students who earn an associate of science degree in education at Blue Ridge CTC to continue their studies at Shepherd, where they will earn a bachelor's degree with teaching specializations in social studies (5-adult), general science (5-adult), biology (9-adult), mathematics (5-adult), English (5-adult), or elementary education (K-6).

Dr. Hicks thanked everyone who was involved on working on this agreement with BRCTC.

RECOMMENDATION ON REQUEST FOR READMISSION TO STUDENT TEACHING

Drs. hannah, Spencer, and Conley reviewed the information on Krista Shrou to determine if she should be readmitted to student teaching. After meeting with supervisors and cooperating teachers, and reviewing the information, it was determined that Ms. Shrou does not understand lesson planning and what teaching entails, but they believe she could be an effective teacher with support. The committee recommended Ms. Shrou be readmitted to the Teacher Education program, however, that she complete a semester of concentrated field work before student teaching.

MSA/U to allow Ms. Krista Shrou to be readmitted to the teacher education program and to have a semester of concentrated fieldwork, with support. At the end of her semester of fieldwork, it will be determined if she will be allowed to student teach.

ST-11 COMPANION TOOL UPDATE:

Drs. Hannah and Porter met with the Berkeley County teachers last week to share the ST-11 and ask for their input. They hope to meet with them again after Thanksgiving to see if they want to

add any language to the form after having a student teacher. This semester, Drs. Mercado and Tuttle are using the form in their Ped I and Ped II classes and EDUC 370, respectively.

Dr. Shurbutt will post the new form on Sakai for the methods students and will use the form when meeting with students this semester. It is not for use in student teaching this semester.

WVDE Pilot Portfolio Assessment

There will be training on October 14 and 15 for faculty to learn about the on-line portfolio. Discussion: Can it be completed in 7 weeks? Will production of portfolio be difficult to meet Policy 5100? Do we want to go forward with the pilot? There are advantages to being the first – we have input. How would we do this in Spring 2015? Students who are selected would not do the TWS. If everyone is put into the pilot program, will have lost the key assessment of TWS. Could all the students do the portfolio and not have any students do the IWS? If it goes forward, will need to change the key assessment. Possibly have a 1 credit hour special topics course for those doing the portfolio. What about faculty workload, SAP, Financial Aid? Makes more sense to have all or none of the students do the pilot next semester. Don't think the extra credit hour is needed. If we don't take the free training this fall, we will need to pay for training on our own. Since it is a pilot, will there be a formal data collection? If the state would allow us to do the pilot with all the student teachers, it would alleviate all kinds of issues. If so, everyone would need to be trained.

MSA, with one abstention, for all students to be allowed to participate in the pilot program.

TEACHER WORK SAMPLE

Students who are enrolled in EDUC 400 are required to complete two TWS's if they are in two programs. Is it necessary for students to do two or is one sufficient? Completing a second IWS is really challenging and an extra burden that detracts from student teaching.

The TWS is required if it is being used as a key assessment in the SPAs.

AD HOC COMMITTEE ON ADVISEMENT AND SUBSTITUTIONS

A committee was formed to explore conditions or guidelines for assigning advisors to program areas. Should the Specialization Coordinator be the advisor for all students in that area? Is it the Specialization Coordinators responsibility to make sure the students meet the needs in their program? What current policies are in place? What should be changed? The committee consists of Dr. Shurbutt, Chair, Dr. Beard, and Dr. Androzzi.

ANNOUNCEMENTS

Dr. Gonzol has updated his 2014 Handbook.

Dr. Hannah announced there are five students enrolled in EDUC 320 in Mathematics Education a year ago and three enrolled in Science Education this year.

Dr. Shurbutt passed out the brochure on Homer Hickam who will serve as Shepherd University's Writer in Residence. The events will take place from September 19-27, 2014. Hickam grew up in Coalwood in McDowell County, West Virginia. The movie "October Sky" is based on the acclaimed novel by John H. Cooney, "Rocket Boys."

OTHER

None

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Peg Swisher

Professional Education Unit Council
Minutes Wednesday, October 3, 2014

Voting Members Present: K. Adams, j. Androzzi, H. Baker, D. Berenschot, S. Beard, D. Burke, R. Conley,
D. Gonzol c. hannah, D. Hively, D. Kennard (Chair), R. Mercado, B. Mitchell, j. Penland, S. Shurbutt,
K.
Spencer, J. Tuttle

Voting Members Absent: T. Cole, K. Corpus, L. Johnson S. Lovell, D. Madler, J. Penland, L. Porter, G. Toole, Elementary SESA Rep., Secondary SESA Rep

Visiting: S. Goodall, V. Hicks, Dr. Cantrell, Director, Honors Program

The Chair called the meeting to order at 3:12 p.m.

APPROVAL OF MINUTES

MSA/U: Approval of September 3, 2014 minutes.

JUNCTURE APPLICATIONS

None

REQUEST FOR ALTERATION OF STUDENT TEACHING SCHEDULE FOR SPRING 2015

Alexandra Weakland requested an alteration for her student teaching schedule. She will be playing basketball and will need to take time to travel and play during Spring 2015 while enrolled in student teaching.

MSA/U for Ms. Weakland to work with Dr. Kennard and Helen Baker to design a schedule for Spring 2015 student teaching.

HONORS PROGRAM CAPSTONE COURSE REQUIREMENT

Dr. Mark Cantrell requested that honors students be allowed to take a 1-3 variable hour course for their capstone. Currently, honors students take a 3 credit capstone with student teaching and it is a burden for them to complete the work. Students could also take the capstone the semester before student teaching.

MSA/U to allow a variable credit option for honors students. Students in the honors program will work with their advisor and be allowed to take a 1 credit capstone with student teaching beginning Spring 2015 and extend our current practice of allowing Mathematics and English students to

take the 1 credit hour capstone during student teaching to Honors students.

MSA/U to make an exception for this semesters students, specifically, Mahaley Beaty, Robert Monahan, Harley Smith, Melissa Swanson, and Taylor Dailey. The advisor will work to get them the right number of credits.

MID TERM GRADES FOR STUDENT TEACHERS

It was requested that a grade that is no higher than a "B" at midterm be given to student teachers since it is not likely that a student teacher would have enough observations or data to equate to an "A" at midterm. If the supervisor had a concern about a student teacher, a grade of "C" or lower could be reported.

After much discussion, it was MSA/U to support the current practice to award the grade that the student teacher deserves at midterm.

REQUEST FOR READMISSION TO STUDENT TEACHING

Dr. Kennard received a request from Jennifer Zimmers for readmission to student teaching. Drs. Mercado, Androzzi, and Burke volunteered to be on the Ad Hoc committee to review Ms. Zimmers.

CANDIDATE CONCERNS

Dr. Mercado presented a candidate that the Ped II adjunct faculty are concerned about this semester. Christopher Schildt has missed 3 of the first 7 classes in EDUC 354 and 3 of the first 6 classes in EDUC 353 and has not turned in a key assessment for EDUC 354. The adjunct faculty, Dr. Mercado, and Mrs. Swisher met with him on September 12 to discuss their concerns and to help him understand his options. Dr. Kennard will talk with the adjunct professors regarding withdrawal procedures.

WVDE PILOT PORTFOLIO ASSESSMENT

Dr. Porter left information to be handed out to the PEUC on the Teacher Performance Assessment Test Pilot project for Oct. 14 and 15, 2015. The Specialization Coordinators attending are Drs. Mercado, Berenschot, Androzzi, Toole, Shurbutt, Adams, and Conley.

REPORT FROM AJ:)_ HOC COMMITTEE ON A_)ISEMENT AND SUBSTITUTION:

Dr. Shurbutt reported the Ad Hoc committee will be meeting and will have additional information at the next meeting.

ANNOUNCEMENTS

Dr. Mercado announced the 3rd Annual Literacy Leaders Conference to be held March 28, 2015 to help practitioners with strategies and ideas that are helpful for the classrooms. She asked if any faculty was interested in collaborating with a student/teacher in K-12 to put forth a proposal.

Dr. Shurbutt thanked those who attended the Homer Hickam Writer in Residence event. She especially thanked Kxistin Stover and Christopher Bonar, two students who were extremely helpful with the event.

OTHER

None

Meeting adjourned at 4:30 p.m. Respectfully

submitted,

Peg Swisher

Professional Education Unit Council Minutes
Wednesday, November 5, 2014 - REVISED

Voting Members Present: K. Adams, J. Androzzi, H. Baker, D. Berenschot, S. Beard, R. Conley, D. Gonzolc.hannah, L. Johnson, D. Kennard (Chair), R. Mercado, B. Mitchell, D. Modler, J. Penland, L. Porter, S. Shurbutt, G. Toole, J. Tuttle, Maggie James, Secondary SESA Rep.

Voting Members Absent: D. Burke, T. Cole, K. Corpus, D. Hively, S. Lovell, J. Penland, K. Spencer, Elementary SESA Rep.,

Visiting: S. Goodall, V. Hicks, C. Ames, VP/AA

The Chair called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

MSA/U: Approval of October 3, 2014 minutes.

JUNCTURE APPLICATIONS

None

S.E.S.A. Representative

Dr. Kennard introduced Maggie James, the Shepherd Education Student Association's Secondary representative to the PEUC. Maggie is a Family and Consumer Sciences Education major.

REQUEST FOR READMISSION TO STUDENT TEACHING

A math MAT student had to withdraw from student teaching this semester due to health issues. Dr. Kennard asked the PEUC to suspend forming a committee to review his request to student teach in Spring 2015.

MSA/U to suspend forming an Ad Hoc committee to review his request to student teach and to consider the request for forming an Ad Hoc committee as a special request for this student only.

MSA/U to allow the student to be readmitted to student teaching during the semester he believes his health will allow him to student teach.

REPORT FROM AD Hoc COMMITTEE ON ADVISEMENT AND SUBSTITUTIONS

Dr. Sylvia Shurbutt indicated the following charge was given to the committee by the Director of Teacher Education: "The purpose of this committee is to study the role of specialization coordinators in managing the advisement of teacher education candidates in departments where a large number of candidates preclude the specialization coordinator from advising all candidates in that department. The intent of our current policy is to have the specialization coordinator advise all candidates and, if that is not possible, to then identify one other faculty member in that department (or as few faculty members as feasible) to assist in the advising".

Dr. Shurbutt handed out a paper that included what the Ad Hoc committee determined would be the duties of the specialization coordinators, recommendations for advising students in the TE programs, recommendations for substitutions, and a suggested model for coordinating advisement and dissemination information that was in response to a directive from President Shipley.

After much discussion, it was determined that we do not want to circumvent the duties of the department chairs who have the responsibility for assigning advisees. Dr. Gonzol indicated that there are several advisors in the music department and they work well together through the portfolio/juncture/advising process. Dr. Gonzol commented that RAIL does the job that a spreadsheet would of keeping track of courses the students have taken.

Dr. Kennard thanked the committee for its work and asked the coordinators to review and determine if the 12 items on the handout under "duties" should be the tasks of the coordinators and if they needed to add additional items to the list. There also needs to be a conversation that starts with the coordinators and then goes to the departments to determine how to capture the data for the SPA's.

Dr. Kennard directed the following: 1) study the document; 2) Specialization Coordinators provide feedback directly to him; 3) provide comments re advising and how it is handled in your discipline; and 4) thoughts regarding course substitutions and goals for students and maintaining the program assessments for accreditation. Dr. Kennard will coordinate the comments.

NEW CONTENT COURSE REQUIREMENTS FOR MAT PROGRAM

As a point of information, Dr. Shurbutt and Dr. Toole provided the PEUC with a copy of the new transcript analysis form for English Education MAT students. The MAT students are continuously waiting to take the undergrad content coursework, therefore, there are several areas of coursework that the MAT students will be able to choose from instead of taking each course.

On-line Planning Modules for Secondary Methods Courses

Dr. Johnson created eight on-line modules that are accessible through Sakai for secondary methods courses. There are examples for each program area with the modules designed to be a resource for students. The hope is that all faculty teaching methods courses make use of the modules as a foundation for their lesson/unit planning. She indicated that faculty may copy the modules into their courses, but asked that no changes be made to the original.

WVDE PILOT PORTFOLIO ASSESSMENT

Dr. Porter showed the website for the edTPA and a sample handbook. She reported that edTPA will be at Shepherd University on Thursday, December 11, 2014. On Tuesday, December 2 at 4:00 p.m., a meeting will be held in the EOB for the undergraduate and graduate Spring 2015 student teachers to explain the portfolio process.

Dr. Porter also reported that edTPA has sent the rubrics and templates to TK20. She strongly suggested we have training for students and supervisors on TK 20.

It was suggested that it might be helpful for supervisors to do both the edTPA and the PPAT in order to give strong feedback to the state.

ANNOUNCEMENTS

Dr. Johnson reported that KDP was writing Pen Pal letters.

Dr. Motlier reported that there is a guest lecturer coming from Australia in Spring 2015.

OTHER

None

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Peg Swisher

Professional Education Unit Council Minutes
Wednesday, February 4, 2015

Voting Members Present: K. Adams, J. Androzzi, H. Baker, S. Beard, D. Berenschot, D. Burke, R. Conley,
D. Gonzol, c. hannah, R. Hovatter, L. Johnson, D. Kennard (Chair), B. Mitchell, D. Madler, S. Shurbutt, K. Spencer, G. Toole, J. Tuttle, Paige Palmer, Elementary SESA Rep.. Maggie James, Secondary SESA Rep.

Voting Members Absent: T. Cole, K. Corpus, S. Lovell, R.

Mercado, Visiting: S. Goodall, B. Gallagher, V. Hicks, D. Hanlin,

Dr. C. Ames, VP/AA The Chair called the meeting to order at 3:10

p.m.

APPROVAL OF MINUTES

MSNU: Approval of November 19, 2014 minutes.

JUNCTURE APPLICATIONS

None

INTRODUCTION OF INTERIM DAA

Dr. Virginia Hicks introduced Dr. Donna Hanlin who will be the interim Director of Assessment and Accountability (DAA). She was the Assistant Superintendent for Washington County Public Schools and is very experienced at all levels. Dr. Hicks thanked Dr. Ames for his support in hiring Dr. Hanlin.

SU CODE OF CONDUCT FOR TEACHER CANDIDATES

Dr. Jared Androzzi presented the Code of Conduct and suggested the development of clear protocol and expectations required of teacher candidates in the field. He asked for any concerns or suggestions and recommended there be an ongoing ad hoc committee. The Code of Conduct is planned for implementation in Fall 2015. There was concern of the different levels in each class and the different roles the students are expected to do while they are in the field. Dr. Androzzi will make changes based on faculty input. Thank you to Dr. Androzzi for his work on the Code of Conduct.

UPDATED EWVCTC PARTNERSHIP

Susan Goodall reported that Amy Stanwich completed student teaching. Although she was not officially in the program, she did begin her first two years at Eastern. At this time, there are no students enrolled in the program right, however, Ms. Goodall has been recruiting and she and Dr. Kennard will be visiting Hampshire High School in March.

UPDATE BRCTC COLLABORATIVE

Brett Gallagher reported there are 62 students enrolled in the collaborative program. The Director of Teacher Education and the coordinator at Blue Ridge will meet each semester to stay informed as to how many students are enrolled and when they will be coming to Shepherd University. The DTE will dialog with the department chairs to keep them informed of potential students. All of the key assessments will be collected by Blue Ridge and the students will be made aware they will need to complete a portfolio.

TPA TEST PROJECT UPDATE

Dr. Johnson indicated the students are digging deeper into the EdTPA and she is very encouraged. Dr. Kennard reported the department has purchased six GoPro cameras. Dr. Kennard will go into the classes to show students how to use the cameras. Students may also use their own cameras.

ANNOUNCEMENTS

Dr. Johnson reported that KDP is offering a Spring Professional Development Day on Monday, February 16, 2015.

Dr. Johnson reported they doubled the number of students at the KDP initiation and thanked Dr. Hicks for speaking.

OTHER

Dr. Kennard introduced Paige Palmer, the SESA Elementary Representative to the

PEUC. Dr. Hanlin handed back the SPA reviews to the Specialization

Coordinators.

Meeting adjourned at 4:10 p.m.

Respectfully
submitted, Peg Swisher

Professional Education Unit Council Minutes Wednesday, February 18, 2015

Voting Members Present: J. Androzzi, H. Baker, S. Beard, D. Berenschot, D. Burke, T. Cole, R. Conley, K. Corpus, D. Gonzol, c. hannah, R. Hovatter, R. Mercado, L. Johnson, D. Kennard (Chair), B. Mitchell, D. Modler, S. Shurbutt, K. Spencer, G. Toole, P. Palmer, Elementary SESA Rep., M. James, Secondary SESA Rep.

Voting Members Absent: K. Adams, S. Lovell, J. Tuttle

Visiting: D. Hanlin

The Chair called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

MSA/U: Approval of February 4, 2015 minutes.

JUNCTURE APPLICATIONS

None

FAMILY AND CONSUMER SCIENCE EDUCATION CURRICULUM CHANGES

Dr. Corpus presented the changes to the FAGS, B.S. degree. She will bring the FAGS, B.A. changes to the PEUC meeting scheduled for March 4, 2015.

SU CODE OF CONDUCT FOR TEACHER CANDIDATES

Dr. Androzzi made revisions to the SU Code of Conduct. If there are any further revisions, please send them to Dr. Androzzi. Once he has made all the revisions, he will send the revisions to Alan Purdue for final approval. There was additional discussion on the clothing issue.

TPA TEST PROJECT UF_Q6 I.:

No update.

It was reported that the EDUC 400 students successfully uploaded their first task on the PPAT. They are working on Task 2 and 3 that will be due in March/April. There was discussion regarding the SPA/CAR reports. Specialization Coordinators may want to contact their specialty

program areas to see if they have any recommendation for assessments. Dr. Hanlin reported there is no longer a CAR report and she will be working with specialization coordinators individually on their reports.

ANNOUNCEMENTS

There will be a graduate research day on April 18, 2015. Scott Beard thanked the faculty for their work in the graduate programs and indicated that the student evaluations were stellar. The 2015 Graduate Studies awards are open for application to honor two graduate students. The distinguished graduate faculty award is open for nomination and a graduate faculty member will receive the Douglas C. Smith award.

KDP had 76 students attend their Professional Development Day.

OTHER

None

Meeting adjourned at 3:40 p.m.

Respectfully submitted,
Peg Swisher

REVISED
Professional Education Unit Council
Minutes Wednesday, March 4, 2015

Voting Members Present: K. Adams, J. Androzzi, H. Baker, D. Berenschot, D. Burke, T. Cole, R. Conley, K. Corpus, D. Gonzol, c. hannah, R. Hovatter, L. Johnson, D. Kennard (Chair), R. Mercado, S. Shurbutt, G. Toole, J. Tuttle, P. Palmer, Elementary SESA Rep., M. James, Secondary SESA

Rep. Voting Members Absent: S. Beard, S. Lovell, B. Mitchell, D. Madler, K.

Spencer, Visiting: D. Hanlin, V. Hicks, K. Kaineg

The Chair called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

MSA/U: Approval of February 18, 2015 minutes.

JUNCTURE APPLICATIONS

junction requests for candidates were sent via email last week. Since there were no objections to the candidates, they were allowed to register in their next level course.

CURRICULUM CHANGES ART EDUCATION

Prof. Kaineg presented a change in the Art Education PreK-Adult program. In the Graphic Design Studio Concentration area, the GROS 302 Modes and Methods course will be deleted. Students will be advised to take two upper division classes to complete the 15 hours. Currently, students are required to take one upper division class.

MSA/U to waive second reading.

MSA/U to approve the deletion of GROS 302 and add 3 hours of an upper-division course to complete their 15 hours in the studio concentration.

DRIVERS EDUCATION PROGRAM

Dr. Kennard was contacted by the WVDE regarding changes to the Driver's Education program.

Shepherd University has the only Driver's Education certification in West Virginia. Currently, you must be a Shepherd University graduate from a secondary program to add the Driver's Education program. There is a dire need for driver's education instructors and the requested change would be: Anyone certified in a secondary area would be admitted to the Driver's Education program. We can only recommend for West Virginia certification; not for any other state.

MSA/U to allow anyone certified in a secondary area to be certified for Driver's Education, not just Shepherd University graduates.

RECOMMENDATION FOR ADMISSION TO STUDENT TEACHING

The Ad Hoc Committee investigating Marisa Leaper recommended that she be admitted to student teaching for Fall 2015. Provisions: Complete her high school placement first; attend all professional meetings the cooperating teachers attend, and keep a daily e-journal to be sent to Dr. Tuttle, who will **be her university supervisor.**

MSA/U for candidate to be admitted to student teaching in Fall 2015 with

provisions. SU CODE OF CONDUCT FOR TEACHER CANDIDATES
Alan Purdue is currently reviewing the Code of Conduct.

TPA TEST PROJECT UPDATE

The EdTPA is due March 12 or 18. They have three different submission dates. All the students are in pretty good shape.

The final date for PPAT is April 4. If students are changing to a second placement, will extend two days if the student needs to videotape.

Dr. Kennard commended the instructors of the EDUC 400 course, LeAnn Johnson, Karin Spencer, and Sandy Shetler. There was massive amounts of information that had to be culled through and they went over and above for this pilot program. They will debrief and bring to the PEUC their input on the EDTPA and the PPAT

ANNOUNCEMENTS

An offer was extended to Dr. LeAnn Johnson to become a full-time faculty member.

There are currently two candidates being interviewed for the Director of the Nursery School.

Dr. Toole is chairing the search for the Department Chair - looking at Early Childhood Education or Reading background.

OTHER

The last meeting for PEUC will be April 15.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,
Peg Swisher