

Shepherd University – Educator Preparation Program Council Minutes

Wednesday, September 17, 2025

Present: Jason Allen, Dawne Burke, Ruth Conley, Wendy Dillow, Ian Duckstein, Rhonda Hovatter, Karen James, LeAnn Johnson, Terresa Kepner, Belinda Mitchell, David Modler, Robert Monahan, Tracy Nichols, Josh Rider, Austin Showen, Julia Tracy

Welcome: Ms. Kepner welcomed everyone to the virtual meeting.

Minutes: The minutes from the April 2025 meeting were approved as written.

Curriculum Changes:

- Dr. Mitchell talked about the proposed Special Education Endorsement.
- A motion was made to waive the first reading. M/S/U
- A motion was made to pursue the new endorsement. M/S/U

Policy Changes:

- Ms. Kepner led a discussion on the voting/quorum policy.
- There was a motion to change “2/3 majority of total voting members” to a majority of voting members and to change “2/3 majority vote of the quorum” to simple majority of the members in attendance. This is for both business and policy votes. M/S/U
- Ms. Kepner will clarify abstentions with legal counsel.

Old Business:

- CAEP Accreditation Cycle
 - Ms. Kepner and Dr, Mitchell explained the final decision and action letter for CAEP accreditation.
 - The next “Deep Dive Date Retreat” will be in the spring semester.
 - CAEP will return in September 2026 and one cycle of date is needed.
 - A research committee is needed. Ms. Kepner provided a QR code for faculty to sign up.
- CTC Articulation Agreements
 - The existing articulation agreements need to be revisited and updated.
 - A committee is needed to review these agreements.

Announcements:

- Ms. Kepner made the following announcements.
 - WV EPP Fall Forum on Tuesday, October 7, 2025 (Virtual) – Mitchell & Kepner to attend.
 - Next regular EPPC Meeting – Wednesday, October 15, 2025, at 3:10 pm via Zoom.
 - Kepner serving on CAEP Review Team (Out-of-Office) October 22-24, 2025.
 - SU Fall EPPAC Meeting on Wednesday, October 29, 2025, at 4:00 pm via Zoom.

The meeting was adjourned at 4:00 pm.

Respectfully submitted,
Karen S. James

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Wednesday, November 19, 2025 – 3:10 – 4:30 pm

Present: Jason Allen, Helen Baker, Denis Berenschot, Dawne Burke, Tauna Cole, Ruth Conley, Wendy Dillow, Ian Duckstein, Rhonda Hovatter, Karen James, LeAnn Johnson, Terresa Kepner, Belinda Mitchell, David Modler, Robert Monahan, Tracy Nichols, Austin Showen, Julia Tracy

Welcome: Ms. Kepner welcomed everyone to the meeting.

Minutes: Minutes from the September 2025 meeting were approved as written.

Curriculum Changes: There were no curriculum changes. Ms. Kepner asked advisors to review the 4-year progressions for residency. She also reminded everyone to share Praxis II testing requirements and deadlines with their advisees.

Policy Changes: Dr. Allen and Mrs. Baker gave an update on the yearlong residency progression for secondary candidates. The last student teaching semester for all candidates is Spring 2027. This excludes MAT students. All programs will have 2 placements for residency – one per semester.

Old Business: Ms. Kepner talked about the CAEP accreditation cycle and announced that the next “Deep Dive Data Retreat” will be held in the Spring 2026 semester.

Dr. Mitchell and Ms. Kepner spoke about Stipulation R4.1. They have been meeting with WVDE monthly for progress reporting. The CAEP review team will revisit in September 2026. Workgroup #1 will be working on this.

Ms. Kepner said that The CTC articulation agreements need to be updated. Workgroup #2 will be working on this. Meetings to start this process will begin in January.

New Business: A committee has been formed for a student petition. Watch for an upcoming meeting announcement to vote on the committee recommendation.

Announcements: Ms. Kepner announced the next regular EPPC meeting will be January 21, 2026, at 3:10 via Zoom. The next EPPAC meeting will be April 15, 2026, at 4:00 via Zoom.

The meeting was adjourned at 4:00.

Respectfully submitted,
Karen S. James

Shepherd University – Educator Preparation Program Council Minutes

January 21, 2026

Welcome

- Ms. Kepner welcomed everyone

Minutes

- The minutes from the November 2025 meeting were approved as written.

Curriculum Changes

- Dr. Conley presented the curriculum changes listed below.
 - CHEM 207+207L/CHEM 209+209L – Catalog Description changes proposed.
 - MATH 101 – Added to programs / proposed for accommodating students to address deletion of lower-level CHEM courses.
 - CHEM 208+208L – Course addition.
 - BIOL 240 – Change in prerequisite to allow CHEM 208/208L as prerequisite option.

There was a motion to approve these changes. M/S/U to approve these changes.

Old Business:

- Next “Deep Dive Data Retreat” – April 22, 2026
 - o Workgroup #1: Stipulation: R4.1
 - Mixed Methods Research Study – Dr. Mitchell and Ms. Kepner have been meeting with the WVDE monthly. A small CAEP review team will revisit in September 2026 for R4.1.
 - Ms. Kepner shared that a Data Sharing Agreement is in place with Berkely County Schools and Jefferson County Schools. As of now, 3 potential participants have been identified. Dr. Mitchell and Ms. Kepner are also collaborating with the WVDE to develop a Canvas module for teacher participants.
- Workgroup #2: CTC Articulation Agreements
 - o CTC Articulation Agreements need to be revisited for updates. Contact Dr. Mitchell for directives. Plan to meet as soon as possible. Dr. Conley will take lead on this.
- Committee/Workgroup UPDATE RE: Potential Options to Replace STOT – Spring 2026 or Fall 2027
 - o WVDE is exploring CFAST as potential state-wide option. There will be more discussion at the February EPPC meeting. Ms. Kepner will attend a webinar on January 26.

Announcements:

- Ms. Kepner made the following announcements:
 - o Next regular EPPC Meeting – Wednesday, February 18, 2026, at 3:10 pm via Zoom.
 - o SAVE THE DATE: SU EPPAC Spring 2026 Meeting – April 15, 2026 @ 4:00-5:00 pm via Zoom.

The meeting was adjourned at 3:40.

Respectfully submitted,

Karen S. James

Shepherd University – Educator Preparation Program Council

Minutes – February 18, 2026

Present: Jason Allen, Dawne Burke, Ruth Conley, Wendy Dillow, Ian Duckstein, Rhonda Hovatter, Karen James, LeAnn Johnson, Teresa Kepner, Belinda Mitchell, Robert Monahan, Tracey Nichols, Joshua Rider, Austin Showen, Rick Thompson, Julia Tracy

Welcome: Ms. Kepner welcomed everyone.

Minutes: Minutes from the January 21, 2026 meeting were approved as written.

Curriculum Changes:

- **Science – Dr. Conley**
 - BIOL 302, BIOL 344 – Course Catalog description changes proposed
 - BIOL 313, BIOL 324, BIOL 325, BIOL 350 – Course deletions proposed
 - ENVS 461 – Course Title and Catalog description changes proposed
 - M/S/U to approve these changes pending college approval
- **ENVS 4 + 1 proposal – Drs. Conley and Johnson**
 - BS in Environmental Studies with a MAT in General Science (5 – 12)
 - M/S/U to approve this proposal pending college approval

Old Business:

- **CAEP Accreditation Cycle – What’s Happening & What’s Next?**
 - **Next “Deep Dive Data Retreat” – April 22, 2026**
 - **Workgroup #1: Stipulation: R4.1**
 - Mixed Methods Research Study
 - Dr. Mitchell and Ms. Kepner have been meeting with WVDE monthly for progress reporting.
 - CAEP Review Team will Revisit for R4.1 in November or December 2026.
 - Update for February:
 - ◇ Data Sharing Agreements are in place in Jefferson County and Berkeley County
 - Dr. Mitchell and Ms. Kepner will be meeting with both to expand data sharing opportunities
 - ◇ Recruitment in Process in Jefferson County and Berkeley County
 - 3 confirmed participants: 1 Secondary (SSED), 1 Elementary, 1 MAT (ELA)
 - ◇ Collaborating with WVDE to implement/pilot Canvas module for teacher participants
 - CEC Credit = 1 per year
 - Exploring possible EDPD credit option(s)
 - **Workgroup #2: CTC Articulation Agreements**
 - Dr. Conley gave an update.
 - Revisiting all 2+2 agreements for updates.
 - Ms. Kepner gave a reminder that CORE classes may not meet the School of Education requirements for licensure.
- **Committee/Workgroup - Potential Options to Replace STOT – Spring 2026 or Fall 2026**
 - WVDE – Exploring CFAST as potential state-wide option:
 - Review documents in Brightspace and/or SharePoint.
 - CFAST is used during Student Teaching / Residency 2 only.
 - Would use “Pre-CFAST” for Residency 1 after discussion with OSU.
 - Potentially replace STOT during Student Teaching and Residency 2.
 - Possible replacement of TCDA during Student Teaching and Residency 2.
 - There will be more discussion and feedback during the March EPPC Meeting.
 - Ms. Kepner & Dr. Mitchell attended webinar on January 26. There will be a discussion with all EPPs at Spring Forum in April.
 - There was discussion on the pros and cons of the CFAST.

Announcements:

- Next regular EPPC Meeting – Wednesday, March 25, 2026, at 3:10 pm via Zoom.
- SAVE THE DATE: SU EPPAC Spring 2026 Meeting – April 15, 2026 @ 4:00-5:00 pm via Zoom.
- The Pinning Ceremony is Friday, May 8 at 3:30 pm at the Frank Arts Center.

The EPPC meeting was adjourned at 4:15 pm.

Respectfully Submitted – Karen S. James

Shepherd University – Educator Preparation Program Council

Minutes – March 25, 2026

Present: Kurtis Adams, Jason Allen, Denis Berenschot, Dawne Burke, Tauna Cole, Ruth Conley, Wendy Dillow, Ian Duckstein, Rhonda Hovatter, Karen James, LeAnn Johnson, Terresa Kepner, Belinda Mitchell, David Modler, Robert Monahan, Julia Tracy

Welcome: Ms. Kepner welcomed everyone.

Minutes: Minutes from the February 18, 2026 meeting were approved as written.

Curriculum Changes:

- Dr. Johnson presented MAT catalog changes and a course deletion for EDUC 585.
- There was a motion to waive the first reading. M/S/U
- There was a motion to approve the changes. M/S/U

Old Business:

- **Yearlong Residency:**
 - Ms. Kepner reminded everyone that all students will begin yearlong residency in Fall 2027. There will be no more student teaching beyond Spring 2027.
- **Workgroup #1: Stipulation: R4.1**
 - Mixed Methods Research Study
 - Dr. Mitchell and Ms. Kepner have been meeting with WVDE monthly for progress reporting.
 - Update for March:
 - ◇ Data Sharing Agreements are in place in Jefferson County and Berkeley County
 - ◇ Recruitment in Process in Jefferson County and Berkeley County – 3 participants confirmed
 - ◇ Collaborating with WVDE to implement/pilot Canvas module for teacher participants
- **Workgroup #2: CTC Articulation Agreements**
 - Dr. Conley gave an update.
 - Revisiting all 2+2 agreements for updates.
- **Update: Potential Options to Replace STOT – Spring 2026 or Fall 2026**
 - WVDE – Exploring CPAST as potential state-wide option
 - Send any additional feedback for the WVDE Spring EPP Forum in April to Ms. Kepner.

Students were dismissed at 3:30 for the juncture vote.

New Business:

- **Juncture / Retention – EPPC Review**
 - Juncture 1 – some discussion - M/S/U
 - Juncture 2 – M/S/U
 - Retention – M/S/U
 - Ms. Kepner reminded everyone to let her know of any TCDA issues.
- Dr. Mitchell asked for nominations for the Outstanding Scholar Award that will be presented during the Pinning Ceremony.

Announcements:

- Next regular EPPC Meeting – Wednesday, April 22 at 3:10 in KN 111. (in person only)
- S U EPPAC Spring 2026 Meeting – April 15, 2026 @ 4:00-5:00 pm via Zoom.
- The Pinning Ceremony is Friday, May 8 at 3:30 pm at the Frank Arts Center.
- Ms. Kepner will be attending the spring EPP Forum / TEAC Meeting in Charleston from April 16-17. She will be out of office on external CAEP review from April 27-29.

The EPPC meeting was adjourned at 3:45 pm.

Respectfully Submitted – Karen S. James

Shepherd University – Educator Preparation Program Council Minutes

Business Meeting and Annual “Deep-Diva Data Retreat”

Wednesday, April 22, 2026 – 3:10 – 5:00 pm

Members Present: Kurtis Adams, Jason Allen, Helen Baker, Denis Berenschot, Dawne Burke, Tauna Cole, Wendy Dillow, Ian Duckstein, Rhonda Hovatter, Karen James, LeAnn Johnson, Terresa Kepner, Belinda Mitchell, David Modler, Tracy Nichols, Austin Showen, Julia Tracy

Guests Present: Jennifer Brooks (BCS), Shanté Knight (FCPS-VA)

Welcome: Ms. Kepner welcomed everyone to the business meeting before the Data Retreat.

Minutes: The minutes from the March 25 meeting were approved as written.

Old Business:

- **CAEP Accreditation** – The Stipulation R4.1 Review Team visit is tentative scheduled for December 8, 2026. Dr. Mitchell and Ms. Kepner are the only required attendees.
- **Workgroup #2: CTC Articulation Agreements** - Ms. Kepner read an update from Dr. Conley. She reminded everyone to respond to Dr. Conley’s email.
- **UPDATE RE: Potential Options to Replace STOT** – We are waiting for an update from WVEA/TEAC. A WV specific presentation of CFAST has been requested from OSU.

New Business:

- **Reorganization Updates** – Dr. Mitchell announced that Dr. Allen has been chosen to be the new Secondary Coordinator. Dr. Nichols will continue to be the Elementary Coordinator. Specialization Coordinators will continue in their current roles, with Dr. Allen to assist/support.
- **edTPA Essentials** – Pearson is changing the edTPA to a more streamlined format. Ms. Kepner will send updates as more information is available.

Announcements:

- **Spring EPPAC Meeting** – was held on Wednesday, April 15, 2026.
- **SOE & EPPC End-of-Year Celebratory Lunch** - Friday, May 8, 2026, at 11:30 am – Gran Ranchero.
- **Pinning Ceremony** – Friday, May 8, 2026, at 3:00 pm – Frank Arts Center.
- **Next EPPC Meeting** – Sept. 2026 - date and time to be announced.
- **McMurrin Scholars Ceremony** – Friday, April 24, 2026 at 3:00 pm.

The business meeting was adjourned at 3:25 and the Data Retreat commenced.

Information from the Data Retreat (groups 2-5) is attached.

- Group 1 reviewed GPA/Praxis II scores/edTPA scores; they concluded the data they reviewed indicated no significant issues in need of correction/continuous improvement suggestions for review (R1).
- Group 2 reviewed TCDA and STOT data and recommended the following (R1):
 - Increase recruitment efforts toward male candidates, specifically in elementary education (eff. F26);
 - Increase recruitment efforts in Spanish (BA) and World Languages (MAT) programs (eff. F26);
 - Back-map “professionalism” through all courses (eff. F26);
 - Increase knowledge of / emphasize importance of TCDA & STOT and “preparedness” in upper-level courses (eff. F26).
- Group 3 reviewed Cooperating Teacher Exit Survey Data (R2.1) and recommended both increased stipends for cooperating teachers as well as on-site workshops beginning in Fall 2026; suggested workshop topics include classroom

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Business Meeting and Annual “Deep-Diva Data Retreat”

Wednesday, April 22, 2026 – 3:10 – 5:00 pm

management, clinical experience chronology and expectations, and communication.

- Group 4 reviewed enrollment and completion trends, ExCITED data, and admissions data (R3); their recommendations included the following:
 - Find ways to encourage students to add endorsements and support students who do so;
 - Increase in-person visits to local high schools (eff. F26);
 - Explore what is being done to encourage students to transfer from HCC to Shepherd (compared to what is not being done at FCC); follow-up with FCC (eff. F26).
- Group 5 reviewed survey data (R4) and identified recommended areas for improvement to include increased communication, classroom management, professionalism, and clarification of dates/deadlines for clinical experiences; proposed changes include more training and orientation sessions for candidates and cooperating teachers (eff. F26) as well as increased emphasis on classroom management strategies throughout the curriculum across all programs (eff. F26).

The Data Retreat was adjourned at 5:00 pm.

Respectfully submitted by:

Karen S. James / Terresa D. Kepner

CONTINUOUS IMPROVEMENT PLAN / FEEDBACK FORM
PROGRAM CHANGES RESULTING FROM DATA REVIEW

R1.1-R1.4
STOT/TCDA

PERSON COMPLETING FORM Group 2 - Allen
REVIEWER(S) Allen Pillow & Nichols
DEPARTMENT OR PROGRAM AFFILIATION SoFE

DATE 4/22/26

INSTRUCTIONS: Please complete this form after any meeting where data are considered. Please forward the completed form to the CEPAC. This form will be used to track the ways data are used for program improvement.

DATA OR EVIDENCE REVIEWED	IDENTIFIED AREAS FOR IMPROVEMENT IF NECESSARY	PROPOSED CHANGES IF ANY	DESCRIPTION OF PROCESS FOR CHANGES AND TIMELINE	PERSON(S) RESPONSIBLE
Demo.	mostly female	increase recruitment of male elem.	start Fall '26	
Demo	mostly white	" "	" "	
Level	almost all BA	# 4 + 1 increase	increase w/ residency '27	
Programs	secondary STEM	" "		
TCDA	Tier 3 scores (developing)	Backmap / explain professionalism	Fall '26	
STOT	slight decrease in content knowledge	- not a "Big dip - but be aware"		
STOT	Professional - very all over the place	review "See" TCDA Tier 3	Fall '26	
Program	increase World Lang.	increase recruitment of World Language	Fall '26	
TCDA/STOT	Student knowledge of TCDA/STOT	again cover more in upper courses & not just early on	Fall '26	
TCDA	Preparedness	currently working on w/ movement to residency		

**CONTINUOUS IMPROVEMENT PLAN / FEEDBACK FORM
PROGRAM CHANGES RESULTING FROM DATA REVIEW**

PERSON COMPLETING FORM Karen James
 REVIEWER(S) Kurtis Adams, Denis Berenschot, LeAnn Johnson
 DEPARTMENT OR PROGRAM AFFILIATION _____

DATE 04-22-26

INSTRUCTIONS: Please complete this form after any meeting where data are considered. Please forward the completed form to the CEPAC. This form will be used to track the ways data are used for program improvement.

DATA OR EVIDENCE REVIEWED	IDENTIFIED AREAS FOR IMPROVEMENT IF NECESSARY	PROPOSED CHANGES IF ANY	DESCRIPTION OF PROCESS FOR CHANGES AND TIMELINE	PERSON(S) RESPONSIBLE
Enrollment + Completion Trends	-endorsements- very low -data appears to show loss of Elem students before graduation	encourage students to add issues could be yearlong residency or trouble with Praxis	find ways to encourage student support	
EXCITED Data	-few coming from HS where we have traction -5 schools send most -losing in Wash. Co.	more personal follow up w/ counselors more focus on these in-person visits, meet w/ Teacher Prep teachers	in-person visits to all local HS in-person visits in-person visits	
Admissions Data	-transfers from HCC but not FCC	what is done at HCC but not FCC?	see what is done at HCC + not at FCC	

