

# Meeting Minutes

## Executive Meeting- Council for Educator Preparation

---

**Date:** Sept 26, 2025    **Time:** 9:30    **Location:** SH 202-C

---

**In attendance:** Aimee Myers, Gage Jeter, Brigitte Vittrup, Gina Anderson, JaNiece Elzy-Palmer, Lilian Frank, Lisa Grubbs, Katie Loomis, Amy Lanier, Annette Torres Elias, Randa Keeley, Claudia Sanchez, Leanna Hodges, Ann Wheeler, Sarah McMahan, Erika Knapp, Katie Payne, Jenee Berry, Jennifer Quong, Elisa De La Rosa, Amanda Hurlbut, Danelle Wolf, Leah Zavala, Maria Walker, Jerry Burkett, Rebecca Burton, April Estrada, Amy Burke, Noah Lelek, Sharon Bailey.

(Organizer's Note: 18 of 21 possible voting members were present, including Chair-Elect Gage Jeter. A quorum requires 11 in attendance, which is also a simple majority of the possible voting members, with Chair Aimee Myers abstaining from voting except in special circumstances, in accordance with Roberts Rules of Order and absent specific bylaws guidance.)

At 9:32, Aimee Myers welcomed everyone and asked them to review the minutes while final attendees arrived. She introduced herself as chair, and Gage Jeter introduced himself as chair-elect. Attendees then introduced themselves. KL and JQ moved and seconded to begin the meeting, which officially began at 9:43 am. AM offered remarks on potential need for assistance with technical terms and concepts in the EPP world, assuring members that leadership are happy to provide help. She proceeded to review items under Topic 1, drawing particular attention to the [CEP Corner](#) and the membership spreadsheet as resources for staff updates, the latest data on student performance, member terms, and other critical information. She then discussed sub-committee assignments, referring members to the description of each in the bylaws, and offered recommended areas of work provided by GA and other CEP leadership for the coming year for each sub-committee to select from for AY26's charge of work. LH and JQ joined the Academic Programs Committee chaired by GJ, and AM and GJ invited non-assigned members to join using the [Sub-Committees](#) link. AM described the evolution of signing up for conducting EPP admission interviews developed by Peggy Lisenbee and Ilana Morgan, who are no longer on the CEP. She made the case for how important it is to commit the time to serve students in this way, noting that the format and rubric are prepared, as is scheduling and communication, thus faculty members are set up to succeed without undue negative impact on their schedules. KL provided a brief tutorial on the signup spreadsheet. JA made an appeal to members to be flexible in order to serve students who occasionally forget, thus creating overflow during some weeks. He also made a special appeal for dual-language faculty members to assist as enrollment numbers for ELL students is on the rise. LH also offered to assist with DHH students. AM noted "bilingual" means the interview must be conducted in Spanish. She invited feedback for ongoing improvements to the process. GJ emphasized that the interviewing student's area of study need not be identical to the faculty member. In response to a question from EDLR, GJ noted that there is a strong case for faculty in other departments to assist with these interviews, inasmuch as they also teach courses and students tied to certification pathways. It was noted students who do not perform well at the initial interview are offered a second interview with GA and possibly even a third interview with BV.

LG reported on the status of the revisions to the interview questions and rubric for interviews. She said it should be ready for implementation in the spring.

**Resources:**

- [EPP Definitions and Accountability Measures](#)
- HB 2- [Preparing for LASO Application](#) / [Q & A: HB 2](#)

**Please Review Before the start of the Meeting:**

- [CEP Corner](#)
- [April 2025 Meeting Minutes](#)
- [May 2025 Report \(in lieu of a meeting\)](#)

## Topic 1: Logistical Items

- I. CEP Corner- importance of reviewing
- II. [AY 25-26 Membership](#)
  - A. Welcome new members
  - B. Acknowledge serve of members rolling off at end of year
- III. [Sub-Committees](#)
  - A. Assessment- JaNiece Elzy was unable to attend
  - B. Field Experiences- Sarah McMahan
  - C. Academic Programs- Gage Jeter
  - D. Education Student Affairs -Updated [Rubric](#) & [Interview Questions](#)
- IV. EPP Interviews - Peggy Lissenbee stepping down from CEP, ESAC committee pick up?
  - A. [Sign-Up Spreadsheet](#) - Column F=The bright yellow highlighting illustrates the weeks still needing a division to choose for their assigned number of weeks  
Column K=The bright yellow highlighting shows the assigned number of weeks each division has signed up to complete to date out of the number each division was assigned to complete.
  - B. [Resource Guide](#)

## Topic 2: Voting

AM presented the process to-date for revisions to the bylaws, which have been approved by the executive committee for voting by the full council. CS moved that the bylaws be approved, and LG seconded. A quorum being present, the vote took place, and the motion was passed by a simple majority. AM thanked GJ for all his work on this process.

- I. Student Reps
  - A. Undergrad- Lillian Frank
  - B. Graduate- Maria Walker
- II. [Revised Bylaws](#) - Reminder- Comment period was from April 23 -May13, Revised version linked for final vote

## Topic 3: CEP Focus for AY 25-26

AM introduced the [Cycle of Inquiry Model](#) for identifying the CEP's focus during AY25-26, reviewing the stages of the process as outlined below. She noted GA's recommendation that the focus be grounded in the EPP's mission and conceptual framework. She invited attendees to identify 3 key words from the conceptual framework in conversation with their "elbow partners" at the table. In the report-out, JEP focused on centering on candidates; The Who determines the How. ATE reported on the importance of continuing to nurture the relationship between the program and community partners. RB spoke to the values of innovation in alignment with data, and EK and JQ built on that idea of continuous improvement. LH reported on preparing excellent/distinguished candidates.

AM drew attendees' attention to the curated data sources linked below under C. "Explore" Stage as reference points for information about how the EPP is doing. AM invited groups of 5-6 to review these data sources and identify what the EPP might contribute to improve in the coming year.

In reporting out, the following ideas were shared by:

- Identifying advising resources for smaller programs especially where turnover and inexperience are barriers to students
- In response to a question about EPP and professional certification handbooks, information was shared about its accessibility: It is a public-facing document on the website and is included with acceptance materials.
- Respond to student feedback about confusing and overwhelming amounts of information and instructions, with recommendation to provide a flowchart. EK also suggested holding a mandatory meeting of the cohort to learn the ropes of the program as well as testing requirements and deadlines. AH mentioned that at the end of each interview, she provides a list of all the exams students must pass, with a recommended schedule. AM referred members to SMC's email template to send to students post-interview and offered to update and share her infographic. MW suggested improving LibGuides for EPP students that are very specific to the clinical experience.

AM invited attendees to summarize the purpose of the CEP for supporting the EPP in the coming year. This is recorded on the "Inquire" slide here: [Cycle of Inquiry Model](#). She asked sub-committees to meet and decide on their charges in the coming year. She noted that she and GJ will reach out in between meetings to see whether sub-committees need direction or support.

- A. Proposed format- [Cycle of Inquiry Model](#)
- B. "Develop" Stage- [EPP Conceptual Framework](#)
- C. "Explore" Stage - Sources for initiative development (DEVELOP, EXPLORE, INQUIRE)
  1. ASEP Indicators and AQQEP Study Study [ [Data Folder](#) ]
    - a) Principal Evals (ASEP indicators)
    - b) Teacher Candidate Exit Surveys
  2. [Certification Exams](#) (Aug 24 -April 25)
  3. External Partner's feedback
    - a) [Spring 2025 Survey](#)

- b) [Spring 2025 Discussion](#)
- c) [Fall 2024 Survey Results and Discussion](#)

D. Inquire Stage

1. Whole Group- Discuss possible suggested actions for EPP
2. Sub-Committee Goal Development to Support EPP (PLAN)
  - a) Meet w/ chair
  - b) Discuss days/times to meet regularly

## Closing:

AM touched on the following items. GJ reported on the EPP Awards status, stressing that we are in need of student nominations by the deadline and appealing to attendees to let colleagues outside CEP know they can nominate students. He reminded everyone that these awards are for Fall 2024 and Spring 2025, since the awards schedule is shifting to align more with an academic year. Honoring and celebrating students and faculty members supports keeping the EPP visible.

GA referred attendees to the CEP Corner and her update, calling attention to the AAQEP national accreditation process and new state requirements. She noted that all are welcome to reach out to her with any questions they may have. AM emphasized again the importance of staying aware of materials placed in the CEP Corner, and especially to share with colleagues critical requirements.

AM referred attendees to the HB 2 infographic and noted that it will likely be on the agenda at the January meeting. KL offered to provide training on SB 13 as it will be affecting classroom teaching and school librarians across the board. AM also referred everyone to Jerry Burkett's School Rules podcast which he hosts. GA spoke to opportunities to contribute to the AAQEP data collection for the national accreditation process through providing feedback on the self-study and responding to an AAQEP survey that will go out in late October/early November.

AH reported on the leadership certification program's workaround for practice tests in the wake of losing OWLS Testing Software. They were able to find CDs in the testing center and upload them to Canvas.

LH reported on a 300% growth in enrollment due to various efforts including a grant to pay for interpreters and a program that raffled off fee-free applications. EDLR reported on the upcoming "big reveal" program coming up in collaboration with the mariachi program. LG reported on the 4 of 5 MED program graduates who were recognized by their districts.

LG moved to adjourn and the motion was seconded by ATE. The meeting was adjourned at 11:28 am.

- I. Old Business
- II. New Business
  - A. [EPP Nominations/Awards](#)
  - B. EPP Updates (Gina Anderson)
  - C. Changes impacting our EPP & [HB 2](#) (Sarah McMahan)
- III. Announcements
  - A. Please review the AQQEP Self Study (Gina Anderson)

- B. TExES Prep practice tests are no longer available on OWLTS - some programs can do this because they have tests on 240 tutoring, but for ELDR it created some issues.
- C. GYO Update (EPP Leadership)

## **Adjournment**

- I. Motion to adjourn
- II. Motion seconded
- III. Opposed?
- IV. Meeting adjourned at \_\_\_\_\_

## **Notes & Action Items**

---