

**Council for Educator Preparation
Meeting Minutes**

Friday, December 3, 2021 | 9:00 — 11:00 AM

Via Zoom <https://twu-edu.zoom.us/j/98498820374?pwd=UUZxREdGa2x4OnZzVHVhNlJtKzV3QT09>

Meeting ID: 984 9882 0374 | Passcode: 926939

- A. Call to order and attendance — Cathy Banks called the meeting to order at 9:00 a.m.
- B. Approval of Minutes from the [November 5, 2021 Fall Stakeholders' Meeting](#) - KD moved to approve the minutes, and MPA seconded. Minutes approved.
- C. Approval of Agenda - KD moved to approve the minutes, and SS seconded. Agenda approved.
- D. Officer Reports
 - a. Field Experiences and Clinical Practices Committee — Sarah McMahan reported that the committee has not met since the last meeting, but would continue its work
 - b. Education Student Affairs Committee — KD reported from a note from Becky Fredrickson appeals are beginning to come in, so this committee is working in that area.
 - c. Academic Programs Committee — Sharla Snider reported that the committee had met. KL and AHS were instrumental in charge to incorporate COPE's DEIJ values in the dispositions statement.
 - d. Professional Dispositions Ad Hoc Committee — Randa Keeley reported that this committee will be reviewing feedback and will meet in the new semester, with GA and SMC in attendance.
- E. Dean's Report — Lisa Huffman joined the meeting at 9:25 and provided her report. She thanked SMC for her work. She thanked everyone for their hard work, noting its dividends in that the bachelor's degree in teacher education is now the second-highest in enrollment on campus. She went on to comment on prospects for students to help bridge the teacher shortage gap in Texas, perhaps even doing so while pursuing their degrees.
- F. Associate Dean's Report — Gina Anderson reported on the following updates.
 - a. Ed Prep Staff Positions - GA reported on progress in these two searches, and for one, have identified a top candidate. The plan is to bring this on by January. The new advisor position posting has been more problematic, in getting the description fine-tuned and online.
 - b. AAQEP — GA touched on progress in this effort, noting that the self-study deadline has been extended to January 19, as a hard-stop. She reported on Dean Huffman's efforts arranging the Critical Friends Visit with EdBranch.
 - c. Critical Friends Visit — GA reminded attendees that their departments/faculty members need to submit de-identified, PDF versions of the requested syllabi to SB no later than 5 p.m. on December 8, 2021. She then reminded attendees of their need to be available for the January 27 site visit, and that she is working on the schedule of participation. She noted she would be reaching out to finalize that schedule.
 - d. Assessment Ad Hoc Committee— GA reported that she would like the council to establish an ad hoc committee on assessment, with the goal of it becoming a standing committee by the first of AY 2021-22. She believes that this committee will generate greater involvement of council members.
 - e. SBEC Updates — GA reported on progress towards SBEC's decision on assessment for teacher candidates across the state. She noted she and others have been heavily involved in researching alternatives to the one preferred by TEA staff, one that is locally-scored and becomes part of EPP curricula. Also being recommended is raising the cut score for the PPR and/or the addition of constructive responses to the PPR. She drew members' attention to the letter of support linked below, which she invited them to sign should they wish. In response to a question from AM, GA explained the Rule Text process, which takes six to nine months for changes to the code.
 - i. [Letter of Support](#)

- G. Director's Reports
- a. Advising & Certification — Gina Anderson reported on changing Linda Kobler's role and responsibilities, moving her into more of a leadership role. She will eventually be attending CEP meetings, and her title will be amended to reflect noted changes. GA reported that this office experiences its busiest times at the beginning and end of semesters. She noted that hiring the new advisor as soon as possible should help the department's management.
 - b. Clinical Practices — Sarah McMahan reported on the end-of-semester activities such as preparing CSTs for the spring, completing binders, and noting that many graduates already have found jobs. She reminded members that the cut-off date for passing exams to student-teach in the spring is December 15. She also updated members on changes to CST practices in the spring, which will include performance assessments comprising video capture. GA expressed support for SMc and her work, and went on to emphasize that it is required for field supervisors to attend the upcoming meetings covering these changes, as the information is not something to be acquired "on the fly."
 - c. Data and Assessment — Gina Anderson noted the data coordinator will be hired by January, and will begin attending these meetings next semester. GA commended interim data coordinator, Renee Blanchard, for her expertise and disposition in responding to vendors and internal clients, and their pressing needs. GA and RB are working to shape a communication schedule and key data reports to routinely provide.
- H. Chair/Vice-Chair Report — Cathy Banks and Karen Dunlap - No reports
- I. Business
- a. New Business - Revision of bylaws
 - i. Attendance, responsibilities, proxies, EPP student interviews - CB noted that the executive committee recommends adopting stronger language in the bylaws around attendance, interview responsibilities, and proxies. She reported that there are currently 20 interview openings needing faculty participation. KD said she has started crafting a new language that will align with other bodies around campus such as the Faculty Council.
 - b. Recruitment and Retention - No reports
 - c. Old Business - EPP interviews [interview sign up sheet](#) - See comments above. In response to a question from LG about participation in the interview process when one is not in the TE department. GA responded that there are tools which facilitate the process, since these are students of TWU as a whole. AM recommended attending as a second interviewer initially. IM asked whether council members could be provided with Dr. Joest's key points that she covers at the end of each interview (sort of FAQs). LTJ reached out to JAJ for that information. She also posted a link to the Pearson exam list, since it is good to have those required exams top-of-mind during the interview. IM also raised the issue of crafting a funding pool for students who are student teaching but not within the TE department. LH offered observations about the historic scholarship/funding practices for student teachers, and the model at TWU. RK asked whether there was an easier way to access the rubric link and FAQ form for new interviewers, and GA offered to work with JB to improve that communication. SMc put in the chat a link to her follow-up email content that includes hyperlinks to outlined follow-up steps. SB suggested in the chat that these tools be placed in a shared drive, and AM shared an infographic created by students depicting the EPP process. LTJ said she would talk with JB, and KD also recommended. CS suggested a FAQ page on the website, and GA thanked all for their thoughts. She observed such formal changes in communications might be a charge for the ESAC or SAC to tackle. Some additional discussion ensued. LH addressed a question in the chat regarding fees and ways to cover them for students. She noted that currently fees and differential tuition are insufficient to cover all fees for all students, and the plan to date has been to cover the cost of the first exam. She observed that it is expensive to become a teacher, and that she has a goal of finding ways to offer debt-free student teaching. Applying for a TEACH Grant or for Teacher Aid Exemptions are existing possibilities. Discussion touched on the complexity of offering support for the various degree plans raises the concern that it would

be misrepresented. GA also mentioned Federal Work Study as an option for CSTs in all areas, including the arts, although departments are responsible for a portion of the funding.

d. Information only

J. Adjournment - CB adjourned the meeting at 10:00 a.m.