



**Teacher Education Meeting Minutes
Monday, September 10, 2018
3:00 pm SOE room 102**

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



TEC Members Present: M. Ash, A. Bryant, D. Chilcote, S. Cinnamon, I. Falls, V. Ford, C. Goins, K. Granger, R. Hagevik, A. Horton-Lopez, E. Jeon, M. Klinikowski, R. Ladd, A. Lara, L. Mitchell, O. Oxendine, K. Pitchford, J. Rivera, G. Robinson, H. Sellers, T. Trendowski, Q. Jones, K. Bumin

- 1. Call to order at 3:00 pm**
- 2. Approval of the Minutes:** August 8, 2018 Approved as presented
- 3. Adoption of the Agenda** Approved as presented
- 4. Report from the Office of Assessment and Licensure – Mary Klinikowski**
 - a. Taskstream accounts, edTPA DRFs – Continue to work with the Registrar’s Office on student lists. Students with previous TS accounts should use old username and password. Students in EDN 2100 should have received log in information. Mary is working on those in the middle. TS edTPA – go in as a reviewer not as evaluator. If you are an evaluator they cannot edit.
 - b. Taskstream MSA DRFs having meeting with this program to make sure all is completed.
 - c. Anyone applying for TEP going forward, September 2018, should use the new unit wide undergraduate DRF
 - d. EDA requirements will be added to the new MAT program
 - e. Every licensure area has a new Fall 18 checkpoint 2 DRF
 - f. Annual Report information is located in the OneDrive at TEC/Assessment and information is being loaded for reporting. There is a template in the Assessment folder that you should use to complete the Annual Report information. Please download and save as the document for you to use as the document in OneDrive is a shared document. Please download and begin writing your data. Mary will also send a Qualtrics link to collect data.
 - g. EDA training was held on September 5 – session recording is below. If you view the zoom training below please let Mary know for training purposes.

<https://zoom.us/recording/share/7fsmSIoZj1vELvz3dEDYZDrNCNN0u6mZ6z7YF3URrR2wIumekTziMw>

- h. Must connect Taskstream fee to a course. We are in the process of creating an undergrad field experience course similar to the graduate field experience course (EDN 5460). All TEP students would register for this course each semester and the Taskstream fee would be attached to this course. Hope to have course number for October TEC meeting. We will have an advising document in October to share highlighting this course. Program Director meeting will be held September 18 and further discussion will be held there.
- i. Data checking/purging for Title 2 - Mary has to go through list of people who said UNCP trained me and compare to our records and possible purge them from our records. Test score data will go into your Annual Report data.
- j. Admission to Teacher Education (Sellers, Ladd 23 years, 0 nay) A concern about FERPA protected information on the Admission paperwork was raised. TEC should not be distributing this paperwork for public review with sensitive information. A recommendation was made to switch undergraduate reporting to average GPA. The Dean's Office listened to feedback from TEC and provided hard copies during TEC meetings. Another suggestion was made to keep documents in the OneDrive where you could continue to include sensitive, FERPA protected, on the spreadsheet.

5. **Report from edTPALS – Kay Pitchford**

- a. Remediation - All initial licensure candidates must achieve a passing score of 38 or greater on edTPA. The University will pay the fee for Pearson official scoring (\$300) for the candidate's first attempt. Candidates who do not pass edTPA on the first attempt must pay Pearson directly for partial or full retakes (\$100 per task), including candidates who do not receive scores due to condition codes or administrative reviews.
- b. Candidates who do not pass edTPA on the first attempt must attend an edTPA Workday on Saturday, November 17 from 9 a.m. - 4 p.m. There, they will work with their University-Based Teacher Educator, Program Coordinator, and edTPA Remediation Team member to develop a remediation plan based on the edTPA score report and retake guidelines. Candidates will then resubmit to Pearson. The edTPA score from the resubmission will be recorded as 40% of the seminar grade and the Incomplete will be replaced with a Pass or Fail. Candidates are strongly encouraged to carefully follow all directions in the handbooks, refer to the support documents often, and ask questions to avoid the need for retakes.
 - There will be two resubmission dates available: Nov. 21 (to be returned Dec. 13) and Dec. 6 (to be returned Dec 27).
- c. **edTPA Coordinator** – the Dean's Office is still looking for someone to take over in January. Joe Sciulli has been shadowing Kay for this semester. A question was raised about qualifications of the individual who may become the edTPA Coordinator. This is not a full time position, the faculty member would receive a course release. There is a possibility for a course release/summer stipend and this could be negotiated. Irina brought up scores of her licensure only BK students.

Having edTPA is an assurance for us to recommend high quality students for licensure. Get WD or WE attached to edTPA seminars.

d. edTPA Portfolio Review:

- Interns will submit their drafts through Taskstream. Please follow the directions in the Reviewer's Manual and the Guidelines for Acceptable Support to submit comments: <https://bravemailuncp.sharepoint.com/:b:/t/TEC/EaRhMk2fzpNDiS5wsqcMaXwBTGEjNPnBtBN2EleQev1cpQ?e=ABkBce>
- edTPA Friday and Coordinator Teacher training have been held. Next edTPA Friday will be held September 21.

6. Report from the Office of University School Partnerships and Clinical Practice – Kay Pitchford

a. Field Experiences chart

https://bravemailuncp.sharepoint.com/:x:/t/soeco-dept/EWZIElzW_WtHjHUX_CWGmDkBpfi0GzAX_lferQ5AB_Krqq?e=trMF86

We need all of our courses to be updated in the FE chart above. You should be able to edit in OneDrive. When complete please highlight your course in yellow.

- b. Bladen County will not be placed until after October 10
- c. Removing "REMOVE HOLD" - USPCP office is working to streamline the FE process. We are considering a survey to replace the "REMOVE HOLD" for spring 2019.
- d. Fall 2019 Internship Meeting: October 9, 2018 10:00-11:00 a.m. and 4:00-5:00 p.m. SOE 102. Will record on WebEx for students who cannot attend. Link will be posted to the USP webpage.

7. Report from Teacher Recruitment and Retention – Jennifer Whittington

- a. Pembroke Day - 9/27 (3-7pm)
- b. Open House - 10/20
- c. Link to sign-up to volunteer for these events will be sent

8. Unfinished Business

- a. Meeting Schedule – This was initially proposed at the August TEC meeting. The discussion was tabled and a suggestion made to submit a meeting schedule aligned with the assessment calendar for further discussion. A new document was shared August 10 highlighting meeting schedule for TEC, SC, Workgroups. TEC will be scheduled, and calendar invites sent, every month. If there are no agenda items for that month the TEC meeting could be canceled. (Lopez, Klinikowski 22-year, nay-0). Calendar invites will be sent for the remainder of the year for all TEC meetings.

- b. TEC Subcommittee Structure conversations originated in May TEC workday. This would be a gentle shift in TEC SC structure to highlight faculty expertise and continue moving forward as a unit. Four “new” SC have been proposed and TEC would keep Policy Review and ask Jose Rivera to remain the chair. Conceptual Framework SC may be dissolved if the chairs of these committees serve on DLT. All TEC members are expected to serve on at least one SC. (Ash, Ladd 20-year, nay-0)

9. New Business

- a. Permission to plan MAT Program - PD met in August to reconfigure the MAT program. Five key points to this reconfiguration:
 - Eliminate ADV, the MA would still have ADV.
 - Eliminate phases of MAT – phase one and phase two.
 - Reduce MAT to 30 hours,
 - Nine hour EDN core to include EDN 5040 as prerequisite
 - Required internship in addition 9 hour EDN core.

Group will meet again on September 18 with the hope of bringing a motion forward in October. MAT will be included in initial licensure. Get PD create specialization to go through campus and DPI approval in spring 2019. Every program will need to put their specialization into Curriculog. All PD will need to complete the Template and send to all PD.

10. Upcoming events

- STEAM Day Saturday, September, 29. 2018 10-2pm – See Marisa Scott to volunteer

Please share the Family STEAM Day flyer with your classes and your Service Learning sites: https://bravemailuncp.sharepoint.com/:b:/t/TEC/ESSV94rWpINGqt7PBA3PaYwB18mxs-nhnfxL1Z_6WpPhwA?e=5x7oaC

- Vision, Strength and Arts (VSA) Wednesday, October 10, 2018
- Next edTPALs meeting: September 26, 2018, 3:00 p.m., SOE 102

11. **Adjournment** meeting adjourned at 3:44 pm