Council for Educator Preparation

Meeting Minutes

October 5, 2018

1. Call to order and attendance
2. Approval of Minutes
	1. Sarah made a motion to approve
	2. Ludovic seconded
	3. All approved
3. Approval of Agenda
	1. Sarah made a motion to approve
	2. Karen seconded
	3. All approved
4. Officer Reports
	1. Field experience and Clinical Practices Committee
		1. Drafted policy on Educational Aide Option in student teaching.
			1. B.1. statement: ***“Clinical student teachers who hold a certified educational teacher’s aide certificate are required to complete CST requirements in the certification field being sought. CST will student teach in their certification area inclusive of their initial certification being sought.”***
				1. Becky made a motion to approve the B.1. statement for the Education Aide Option in student teaching.
				2. Karen seconded the motion
				3. All approved
		2. Drafted clarification statement on policy and procedures via student teachers. The following statement will be included in syllabi.
			1. *“Students enrolled in the following classes (EDUC 4123, 4113,5113, 5123, 5131, 5133, 5143, and 5173; READ 5223, 5543; COMS 5403, 5663, 5683 , 5303, 5023, 5513, 5853, 5783, 5123) are notified of the Clinical Student Teaching application and process. Departments in which these courses are housed will ensure that information regarding the process is listed in the syllabus. Applications for Clinical Student Teaching are due October 1 or March 1 of the academic year. If a student fails to meet the deadline, they must complete the TWU* [*EPP Appeal Process”*](https://twu.edu/teacher-certification/)*. Following the outcome of the appeal, the student may incur a $50 late fee”*
				1. Becky made a motion to approve the student teaching policy.
				2. Karen seconded the motion
				3. All approved the motion
		3. Working on digital literacy policy.
	2. Education Student Affairs Committee
		1. Testing Policy for Professional Certs is [live](https://docs.google.com/document/d/1i3XKaop1XFJIi5nOExDi5qSLZzfnEAeWZjaXXFNbCTA/edit)
		2. Blocking ELDR course access unless student is enrolled in principal certification program; can override after double checking. Will be doing the same for EDSP 5833 and EDSP 5843.
	3. Academic Programs
		1. Worked with different programs on getting their matrix ready.
		2. Still waiting on data
	4. Dean’s Report
		1. Making connection to external stakeholders
	5. Chair/Vice Chair Report
		1. Making connection to external stakeholders
	6. Director’s Reports
		1. Michelle spoke on how helpful the statement on student teaching deadlines will be for her office.
5. Business
	1. Old Business
		1. [CEP By-laws](https://docs.google.com/document/d/1O-fflL3B0MZFh_M2097lq2wPgq02Fj2gImTsCZ7HaZQ/edit?usp=sharing) are online
			1. CEP Executive Committee met on October 1st at 9:00am to work on Bylaws and all CEP members will be emailed the Bylaws to review and recommend changes.  A vote to approve the By-laws will occur in November.
	2. New Business
		1. TEA- SBEC Meeting today
			1. TEA decided that the passing rate for all initial certifications will continue to go up to 90%. This year, the pass rate is 80%. Next year it will be 85%, the next year will be 90%. There was not an opportunity for discussion at the TEA meeting.
	3. Post- TEA Audit Reflection
		1. We submitted the audit on August 27. 2018 and TEA was appreciative that it was submitted it early. We will most likely get the results in spring. We need to stay in the habit of continuous improvement. Everything we do must be in compliance with TEA.
		2. Benchmarks alignment with transcript
			1. Formal admission – professional certification
			2. Test readiness
		3. Field Experiences
			1. Unqualified field supervisors
			2. Untrained site and field supervisors
			3. Missing field experience documents
		4. Tk20 Adoption Timeline – Spring 2019 pilot
			1. EPP Admission Status
				1. As soon as Colleague data are uploaded to Tk20 and UG/MAT students have Tk20 accounts, EPP applicants may log into Tk20 and check the status of their EPP application.
			2. Time Logs – First Classes
				1. EDUC 4000s
				2. LS 5843 – School Librarian
				3. EDSP 5863 – Ed. Diag Practicum
			3. Fall 2019 Student Teaching Application
				1. EDUC 4000s will already have Tk20 accounts so additional may be needed for MAT/PB who are ready to student teach.
		5. Digital Learning
			1. In anticipation of TAC 228.30(c)(8) “requiring the curriculum for all certification classes to include instruction in digital learning” becoming rule, below are the links to the pre- and post-assessments of the digital literacy exam that was vetted by the DTE faculty. Here is the game plan, Brandon will update the EPP applications to include the pre-assessments links once TAC 228.30 is statute and we inform all program coordinators of the change. We will not offer acceptance to the EPP until the applicant meets all requirements for admission including the Digital Literacy pre-assessment. Brandon has requested two new doc-types for OnBase so we can easily file the student’s results in their student file. Finally, the post-assessment will have to take place during student teaching, internship, or practicum. Linda will not recommend a student for certification until the post-assessment is complete.
6. Adjournment
	1. Diane makes a motion to adjourn
	2. Holly seconds it
	3. All approved
	4. Meeting adjourned