

**Professional Education Council**

**Minutes**

**April 26, 2018**

**McKee 282; 4:00-5:30 PM**

Present: Courtney Luce, Jeri Kraver, Teresa Higgins, Suzette Youngs, Jaime McMullen, Charlie Warren, Wes Tuttle, Collin Brooks, Ginny Huang, Donna Goodwin, Mark Montemayor

Absent: Todd Sundeen, Brian Rose, Robert Powers (proxy to Jeri), Jennifer Krause, Kim Creasy, Jackie Davis, Stan Trembach

Guests: Michelle Heiny, Lynette Kerrigan

1. **Welcome: Courtney Luce, Chair**
2. **Approval of 3.22.18 Minutes**
	* Theresa moved to approve, Jeri seconded. Unanimously approved.
3. **Old Business:**
* Curriculum checklist: The committee was presented with a curriculum checklist draft to review and make suggestions for additions/subtractions.
	+ It was requested that we add in the qualifying criteria for the impact statement and how it can be submitted.
	+ It was also suggested that examples be provided for each item on the checklist and providing that information to all licensure areas.
	+ Michelle Heiny mentioned that they have a curriculum workflow component with their catalog program and they are planning to start testing it to help with streamlining the curriculum process. They are aiming for a fall 18 release if testing goes well.
	+ Theresa motioned to move forward with the checklist with impact statement additions. Jeri seconded. All approved.
* Purpose/role of PEC: There was minimal discussion on what our objectives would be. There are responsibilities listed in the by-laws.
	+ Theresa mentioned that the policy statements (responsibilities in by-laws) shouldn’t matter unless an issue involve a policy needs to be addressed.
	+ Jaimie wondered if we could table this to next year and have it be the first topic the newly formed committee discusses. The by-laws could be reviewed and a document created using committee ideas.
1. **New Business:**
* What to do in the event of a statewide teacher walk-out:
	+ Eugene Sheehan, CEBS Dean, asked PEC to discuss this matter to provide some suggestions/recommendations for our licensure candidates in the field.
	+ Student teacher may be impacted because it could affect the number of hours they complete in the field.
		- Lynette provided that the policy for a teacher strike is to attempt to relocate a student to a different district. If the student can’t be re-placed then they receive an “I” and complete their program the following semester.
		- It was mentioned that students receiving an “I” could cause an impact for future students in the field as well as faculty loads by causing an overload is students for the following semester.
	+ Jaimie asked if there is a policy for a walkout. No only one for a teacher strike.
	+ Mark asked what counts for field hours. There is language stating that other things could be counted as field hours, such as after school activities, teacher meetings, etc.
		- Ginny stated that it is the contact hours, so if a candidate is working with students, then those hours count. For student teachers 800 contact hours are required.
	+ Jeri mentioned that we should be pro-active and if we think there is a possible issue in a semester that students need to be advised to keep records of all of their contact hours, just in case.
		- Charlie made a note that legislature doesn’t meet in the fall, so an impact would most likely occur in the spring.
	+ Theresa mentioned that our semesters are a 16-week period. What keeps us from allowing students to be in the schools before and after our semesters to get in more hours?
		- Lynette mentioned that for student teachers, they actually start when the teachers start, so they get some additional time then.
		- Wes mentioned that school districts really appreciate it when candidates come outside of the UNC semester dates. He asked that we can ensure that candidates are held to the agreed upon end date, even if they start early. He wants to make sure that candidates don’t leave early just because they completed their observation hours.
			* Lynette mentioned that this currently happens for student teachers.
	+ Jaimie mentioned that if there is a length strike, there are after care programs that we could put candidates in. Perhaps we look into placing candidates in one of these areas.
		- Theresa wondered if this would be an insurance coverage issue since it is an after-care program.
		- Ginny mentioned that perhaps an MOU could be created to ensure insurance coverage if the need arises.
	+ Charlie mentioned that CASPA and CCODE have discussed this and hope to get it to the state board that could approve waivers for certain situations.
	+ Courtney stated that if you have any additional suggestions, send them to Courtney and Cheryl. Courtney will send the list of suggestions to Eugene.
1. **Announcements:**
* Reauthorization:
	+ Ginny mentioned that after discussion with CDE it was determined that the Post Bac program would not go through reauthorization. If they had gone through reauthorization, then 9 programs would be required to complete the paperwork. This would include more than 40 syllabi as well as new matrices for each of the 9 programs.
	+ The intention is to phase-out the Post Bac with a program end date in summer 2019. Meetings with content areas have been scheduled for next week to discuss this.
	+ For all other programs most of the required paperwork has been submitted to the state. Thank you for your efforts.
* Bill on the Senate floor:
	+ Senate Bill 229, sponsored by CCODE and the Dean’s is on the floor of the senate. This bill allows all of our candidates to get into the CDE background system as they are going through our system. This means they would get their background checks done earlier and these would follow them through their progress in our program and beyond to the school districts. These background checks will be shareable with school districts (with student permission). These are fingerprint based and will be continuously updated if new information is found. These checks are through CBI, but do include an FBI check as well, which would show out of state information if it has been reported to the national database.
* PEC By-laws:
	+ There was an amendment started in 2014 to update the wording for meeting requirements. The Faculty Senate returned the request with a suggestion to keep the wording more open-ended. This would give more flexibility to the PEC committee each year. The changes were never made and re-submitted to Faculty Senate.
	+ There was discussion on the wording that should be submitted to the Faculty Senate.
		- Jaimie wondered if a doodle poll could be completed at the beginning of each year to determine availability.
		- Theresa noted that programs submitting paperwork/curriculum updates might not appreciate the consistent changes in our meetings from year to year. Consistency seems better. She is not an advocate of leaving the meeting dates up in the air to decide later. People get used to a certain day/time.
			* Mark wondered if we couldn’t just train all faculty/staff to check the website for when the meetings are each year.
			* Jeri suggested that it could be added to the curriculum checklist that departments are responsible for checking meeting dates/times each year.
			* Wes also wondered if the list of dates for that year could be added to the checklist. This would be updated each year.
		- Theresa wondered if we could decide on the language and move it forward today.
	+ Jaimie motions to make language that is more flexible to the by-laws to say: “the PEC will meet monthly on a designated day during the academic year as decided by the PEC at the first meeting of the year, within the first month of the fall semester. Jeri seconded the motion. All in favor.
* Election for vice-chair:
	+ There were no volunteers, but it was suggested that this be done at the first meeting in the fall when the new members are also present.
* K-12 placement credits:
	+ Mark asked if it’s possible to split the required credits for K-12 student teaching into two separate courses. This would keep students who pass one 8-week section, but fail the other from receiving a fail for the entire 16 weeks.
		- Jeri asked if this should be handled at the program level.
		- Ginny mentioned that there shouldn’t be any issues with splitting the credits, but changes would have to go through curriculum to update the credit requirements and the catalog.
		- STE will review the curriculum and work with K-12 content areas to determine the best course of action for possibly splitting the credits into two courses.
* LAC 9 credit rule:
	+ Current LAC requirement is that students can only count 9 credits of their program prefix courses (i.e. ENG) towards LAC courses. This was updated at one point, but somehow has gone been changed.
	+ Jeri moves to strike the language of the 9 credit prefix language from the LAC’s.
	+ There were not enough voting members to vote, so Courtney determined a vote by email would occur.
1. **Adjournment:**
	* Theresa motioned the meeting be adjourned. Jeri seconded. Meeting adjourned.

 Minutes submitted by Cheryl Sparks