

**Professional Education Council**

**Minutes**

**January 24, 2019**

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

Present: Brian Rose, Jason Robinson, Donna Goodwin, Jennifer Krause (via Zoom), Jaimie McMullen, Ginny Huang, Collin Brooks, Jackie Davis, Teresa Higgins and Stan Trembach

Absent: Kim Mahovsky (proxy to Donna), Kim Creasy, Charlie Warren, Courtney Luce, Scott Franklin, Wes Tuttle, Maggie Berg (proxy to Brian)

Guests: Lynette Kerrigan

1. **Welcome: Brian Rose, Chair**
2. **Approval of 11.29.18 and 12.6.18 Minutes**
	* Jackie motioned to approve 11.29.18 minutes. Jason seconded. All in favor. Approved.
	* Theresa motioned to approve 12.6.18 minutes. Jason seconded. Eight in favor. One abstained. Approved.
3. **Curriculum Review**
	* There was no curriculum to review.
4. **New Business**
	* Student Teaching placement request.
		+ Lynette Kerrigan attended to ask the council to share the following information:
			- Over the last three semesters, there have been several instances where someone from UNC (faculty, program coordinator and/or advisor) has been in contact with designated no contact districts. This causes many issues with our partnerships in these districts.
			- Please remind your areas (advisors, program coordinators, faculty, staff, etc.) to respect the district no contact rules. If assistance is needed, they should reach out to Lynette Kerrigan, STE placement officer.
				* Brian asked if a list of the no contact districts could be provided to PEC, who will disseminate to their program areas? Lynette will email it to Cheryl and Brian to distribute to the council.
				* Theresa asked how this information is normally communicated. Lynette stated that it goes out to all program coordinators, multiple times a year.
5. **Old Business:**
	* Brian asked the council to review the language provided from our November meeting brainstorming session. The four items worked on provided a faster turnaround of results. The other items discussed in our first council meeting of the year may be reviewed later this year, time permitting.
		+ Item 1: Article III, Section 3, Subsection a, ii – The student members and public school representatives shall be recommended by the committee and appointed by the dean of the College of Education and Behavioral Sciences.
			- Asked to re-word to: Advisory members may be nominated by a voting member of the PEC and then approved by a majority vote of the council membership.
		+ Item 2: Article III, Section 3, Subsection a, v – The role is to represent the best interest of the stakeholder group of which the advisory members serve and to provide advice and guidance to the PEC from the context of their stakeholder group.
			- Asked to re-word to: The role of advisory members is to represent the best interest of the stakeholder group of which the advisory members serve and to provide advice and guidance to the PEC from the context of their stakeholder group. PEC will solicit a report at each meeting.
		+ Item 3: Article III, Section 3, Subsection b, v – The role is to represent the best interest of the stakeholder group of which the advisory members serve and to provide advice and guidance to the PEC from the context of their stakeholder group.
			- Asked to re-word: The role of ex-officio members is to represent the best interest of the stakeholder group of which the ex-officio members serve and to provide advice and guidance to the PEC from the context of their stakeholder group. PEC will solicit a report at each meeting.
		+ Item 4: Article IV, Section 2 – The vice-chair shall be elected at the first meeting in April each year or at another meeting as determined by the voting members (not to exceed the second meeting of the fall semester). Nominees for this position shall be selected from the members of the council who have continuing terms on the council.
			- Asked to re-word: The vice-chair shall be elected at the first meeting in April each year or at another meeting as determined by the voting members (not to exceed the second meeting of the fall semester). Nominees for this position shall be selected from the members of the council who have continuing terms or will be eligible for re-election of a new term of service on the council.
			- After review, it was suggested to review Article IV, Section 3 as a follow-up to the proposed revisions for Article IV, Section 2. Should the section include mention of the prior chair being able to serve a second term if the vice-chair is unable to serve?
		+ Additional item changed: Article III, Subsection a, iv – Currently states: In case of vacancy or resignation of an advisory member from the PEC during the term, the dean of the College of Education and Behavioral Sciences will appoint a replacement.
			- Re-word to: In case of vacancy or resignation of an advisory member from the PEC during the term, a new nominee may be nominated by a voting member of the PEC and then approved by a majority vote of the council membership.
			- Brian will check the dean of the College of Education and Behavioral Sciences and other governing body’s protocol for this instance and report to PEC.
		+ Council membership circumstances:
			- Brian was able to confirm some information with the Faculty Senate that was asked at a prior meeting.
				* If a position is vacant at the beginning of a new term due to not having an approved representative voted in, that position will remain vacant until the next voting cycle occurs. The new appointee will then complete the term that had been vacant.
				* If a position is occupied and then vacated during term, the position can be filled according to the PEC By-laws.
			- There was another question on if a position is vacant for a year, can a member, who was limited by consecutive term rules, re-apply for that position. Based on the by-laws, it seems not, but Brian will confirm with Faculty Senate.
			- Jaimie asked if a current member change representation areas mid-term if the prior representative completes their term or vacates. It seems that a term is by person, not position. Brian will confirm with Faculty Senate.
6. **Reports:**
* Stan was asked if he had anything to share, he provided the following information:
	+ An instructor program is underway in the library. Contact Stan for assistance.
	+ If you have been using the APA central resource, it is changing platforms to Academic Writer. Any faculty who used Undergraduate Instructional tutorial, please notify Stan. The library would like to know.
* Collin was asked if he had anything to share. He had nothing to share, but did ask for some clarification:
	+ For the no contact district issues, are graduate students being notified as well?
		- Jaime also asked if a definition of no contact could be included when the list of districts is shared. Cheryl will ask Lynette both questions.
* Ginny was asked if she had anything to share. She has some information on the ELL standards compliance:
	+ June 1st is the deadline for program updates including the new state ELL standards.
	+ A canvas shell has been created for everyone to be able to load/share information regarding the standards. It is still in the development stages, but will be shared when ready.
	+ A team has been formed offering two workshops through CETL to help with training.
		- The first workshop will be offered twice in February (dates TBA). Initial licensure program coordinators should attend the workshop. This workshop helps coordinators on how they should fill out the state matrix.
		- The second workshop will be offered twice in March (dates TBA). This workshop is about the integration of language content. This will be offered to all teacher education faculty focusing on those who are teaching methods.
	+ These workshops will be addressing the standards to be covered in courses as well as the hour requirements by the state. If multiple courses are being used to cover the standards, then there should be a percentage of each of those courses dedicated to the new ELL standards.
	+ The team is also organizing a resource page that will be available on the canvas shell.
* Jaimie also wanted to share congratulations to PEC member, Jennifer Krause, who had a baby boy in December. She is doing a great job juggling motherhood and her work.

1. **PEC Vacancies:**
* Brian mentioned to membership that we still have open vacancies.
	+ Jaimie wondered if the Undergraduate and Graduate student representatives should be reviewed carefully to see their interest in furthering their education. This could be part of the new by-laws.

Theresa motioned, Jackie seconded. All in favor. Meeting adjourned

*Minutes submitted by Cheryl Sparks*