

**Professional Education Council**

**Minutes**

**December 9, 2021**

**3:30pm – 5:00pm via Zoom**

Present: Jeri Kraver, Stacy Bailey, Kim Mahovsky, Michelle Holmes, Ginny Huang, Jaimie McMullen, Connie Stewart, Jared Stallones, Soren Jensen, Ken Clavir, Jason Robinson, Amanda Rutter, Meagan Crews, Kim Creasy, Lisa Paulson, Charlie Warren, Jody Lawrence

Absent: Maggie Berg (gave vote via email), Angie McDowell

1. **Welcome: Jeri Kraver, Chair**

* Jeri welcomed everyone. Mentioned the recent email she sent regarding the Praxis. It has been posted to Teams. It provides some details on sliding scale options and other potential options for Praxis requirements.
* Students should be made aware that there could be loan forgiveness available for students. Are they made aware of this?
  + Jeri would be willing to talk with financial aid to see if this is shared with students.

1. **Curriculum:**
   * Early Childhood B.A:
     + Teaching Emphasis
     + EDEC 262 ECE Practicum Field Experience I
     + EDEC 462 ECE Practicum Field Experience II
       1. Amanda explained the changes in the program. Kim M motions to accept the changes, Michelle seconded. Additional discussion and questions were addressed. 10 approved, 0 opposed, 0 abstained. Approved.
   * English Secondary Education B.A:
     + Special Education Minor
     + CLD Endorsement
     + Language and Literature
       1. Jeri explained the changes in the program. Jeri motioned to approve all 3 emphasis programs; Jason seconded. Additional discussion and questions were addressed. 10 approved, 0 opposed, 0 abstained. Approved.
2. **Approve minutes:**
   * From November 18, 2021
     + Kim C motioned to approve both meeting minutes documents, and Jaimie seconded. 10 approved, 0 opposed, 0 abstained
3. **New Business:** 
   * + Jared informed that the mileage policy that has been happening is in violation of the university policy. We will no longer be limiting the mileage, but we ask that you be conscious of where you are traveling to.
     + To comply with policy in the future we will need to raise students’ fees for practicum courses to cover the increased mileage cost. We are working on calculating the fee increase. Wanting to mix the fee increase with some budget approval to limit the added cost to students.
     + Additional details will be provided when available.
4. **Reports:**
   * Meagan: workflow will have a catalog preview function in the future. Considering moving 4-year plans into the catalog to be incorporated. They are looking for feedback to see if this would help or hinder advising/students.
     + Ginny asked if the 4-year plans are used by all programs.
       1. That will be part of the research with the potential new process.
     + Jeri asked if the sample 4-year plan will indicate it is a sample.
       1. There is a disclaimer on all 4-year plans, which would continue.
   * Ken: commencement is tomorrow night and Saturday for those who will participate or are interested in attending.
   * Angie: report provided via email. They are looking for a PE teacher.
   * Lisa: nothing to report.
   * Soren: LiveText training. Could this be incorporated into the PTEP courses. Some students are feeling lost on how to use it.
     + Maybe use a checkpoint course; or
     + Get faculty, advisors, supervisors to get training. Programs could identify the best place to get the training, which could be done by those trained.
     + Jeri suggests we ask programs to think of ways that we could improve.
     + We will want to get data on how many students are struggling and does it continue after the initial use? We need to determine how large the issue is, so we don’t miss anyone.
     + There was additional discussion on potential options. We will follow-up with this in the Spring.
   * Ginny: she has met with all teacher licensure areas and shared the new matrix format CDE will be using. She has shared that we would like all matrix updated by the end of Fall 2022. This should give enough time to update matrices.
     + Jeri shared that if you have a robust syllabus, you can mark your matrix as a “see syllabus”. You can add appendices to your syllabus to share more detail that can then be used by any accrediting body.
   * Charlie: 118 students have submitted forms for recommendation for licensure. 35 of these have jobs that start in January.
   * Jared: humbled by the work you do. How hard you work and much of it goes unrewarded. Thanks for all you do.

Jaimie motions to adjourn the meeting, Jason seconded. Adjourned.

*Minutes submitted by Cheryl Sparks.*