



Missouri State
UNIVERSITY

***EPP BSED Committee & Advisory Council
Meeting Minutes***

March 9, 2018

I. Call to order

Dr. Danielle Lillge called to order the meeting of the Bachelor of Science in Education Committee and Advisory Council at 10:03 a.m. on March 9, 2018 in GLAS 350.

Committee: Tamara Arthaud, Fatih Benzer, Kim Dubree, Karen Engler, Steve Hinch, Andrew Homburg, Kurt Killion, Danielle Lillge, Micheal Foster on behalf of Carol Maples, Michelle Morgan, Gayle Runke, Kimberly Stormer, and Tonia Tinsley.

II. Approval of minutes from last meeting

Minutes from February 9, 2018 meeting stand approved.

III. Updates

1. EPPC: Dr. Danielle Lillge
 - a. There was a conversation about MoCA. This will be discussed further as a separate agenda item.
 - b. The CAEP report was distributed to Program Coordinators. Dr. Lillge will provide a copy upon request. The CAEP onsite visit is November 3-5, 2018. The CAEP working document must be submitted January 2019.
 - c. There was an update on the AAT with OTC. EPPC discussed ongoing concerns. Angie Miller from OTC added comments to the document. Dr. Craig emailed it to a select few. He gave permission for the document to be shared. (Dr. Lillge presented the document on the screen.)
 - i. Concerns were voiced about OTCs foundations class still being available in addition to the multicultural education course.
 - ii. OTC looks forward to EDC 345 assessment and will consider replication. They advise their students to keep all artifacts in case they are needed at a later date.
 - iii. OTC indicated they need clarity on certain items.
 - iv. OTC still offers certain classes (e.g., the foundations class) but not as part of the core (to fulfill EDC 345, for example), and they do not anticipate impacting a great number of students.
 - v. The committee discussed 200 level courses coming in as 300 level courses.
 - d. The Counseled Out Form is a tool to document explicit counseling for dispositional matters or when counseled to take a different pathway. Committee members discussed conflicting information about the use of the Form in Taskstream from Dr. Craig and Dr. Sottile.
 - i. Dr. Engler is taking the Counseled Out Form to the next Executive Committee meeting for possible modification. As is, the form may be contributing the confusion.
 - e. Dr. Uribe-Zarain presented an overview of changes of the dispositional data. Disposition traits have been revised to collect better data. Programs will be able to run reports. A workshop demonstrating how this is done is scheduled for April.

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- f. The EDC 150 curricular proposal was approved. The description was changed to clarify that only transfer students are required to take it.
 - g. Dean Hough is seeking writing volunteers this summer for the CAEP report.
 - h. The committee membership and leadership bylaw change is going to the Executive Committee.
 - i. The Committee on Diversity has a vacancy for the chair position. EPPC expressed concern about the way conversations are progressing in regard to EDC 345 assessment work and unit wide data and the charge given to the committee. EPPC voted to have the Executive Committee consider the issue at their April meeting.
 - i. It is important that the Executive Committee address a governance issue and the role of the Diversity Committee. Communication is an issue. A misunderstanding has occurred in that EDC 345 is not used for a unit wide assessment. It will not be a unit wide assessment until it has gone through the proper governance process. It was explained at the last Diversity Committee meeting that there is an EDC 345 assessment in Taskstream that is serving as a unit wide assessment and that may be part of the issue.
 - 1. The committee would like it documented that there is continued concern about inconsistencies over the outcomes of that course as relates to unit wide assessments and this committee's purview. Clarity is sought because of the impact on subsequent courses and the AAT with OTC.
 - 2. BSEd wants to see EDC 345 as unit wide assessment. This committee was waiting for advisement from the Diversity Committee for a point of information.
 - 3. The EDC 345 assessment rubric was supposed to be sent to the Assessment office to be utilized in spring 2018 in Taskstream.
 - i. There was an EDC 345 assessment in fall 2017 as the first pilot. It was revised for spring 2018 for a different and better outcome. This is what is currently being piloted via the RFT Department.
 - ii. The Assessment office and RFT Department assert that this is a course assessment and the information does not have to be shared.
 - 4. This committee would like a unit wide assessment because there are concerns about student proficiency and CAEP.
 - 5. The Executive Committee is taking up the issues at the April meeting.
 - i. Motion that, as a committee, we continue to have questions and concerns about miscommunication and different information for the potential of a unit wide assessment coming out of EDC 345 and we would like to support a unit wide assessment out of EDC 345. Motion carried unanimously.
 - j. Dr. Uribe-Zarain presented a new version of the student self-assessment. It is unclear if the changes were made through the proper governance process. This is a larger issue than that of the unit wide assessments and the process of approval. The changes may have been approved at a fall 2017 EPPC.
 - k. It is incumbent upon this committee to shore up communications to ensure we are getting all necessary information. Faculty Senate has a Policy Review Committee, which is creating places where we can take these issues. Faculty Senate can streamline if we can approach from the faulty ownership of curriculum viewpoint and help non-EPPC colleagues understand the challenges that committee membership and program leadership face as a result of gaps in communication and lack of shared governance.
2. Director of Secondary Education: Dr. Karen Engler
- a. The secondary membership list is in the process of being finalized. New EPP members will be added so they can be added to Digital Measures. Dr. Engler will continue to work with Program Coordinators.
 - b. No students were admitted to Teacher Education in March. Dr. Engler contacts Program Coordinators to let them know why specific students are not admitted. Some students show up on the admit list month after month because all requirements have not been met. All evaluations must be completed by Program Coordinators. MEP and MoGEA results can be sent directly to Vicki Kramer to be added to Banner.

- c. EDC 150 probably won't make the 18-19 undergraduate catalog. Dr. Engler sent an email reminder to Program Coordinator's to remind advisors that EDC 150 is for transfer student's only.
 - d. After a decision is made about MoCA requirements, Dr. Engler will meet with Program Coordinators individually before meeting with Sue McCrory over the summer to discuss MoCA testing windows.
3. Director of Certification, Field Experiences and Data Management: Kim Dubree
- a. Two hundred students were approved for student teaching in fall 2018. Thanks to program coordinators for accomplishing this approval process in the new system by the deadline.
 - b. A mechanism for practicum placements has been automated. The spreadsheet is obsolete. Existing and prior placements can be viewed in chronological order, most recent first. The new system will automatically pull in current semester students and certification office placements.
 - i. Program coordinators will be notified in the next two weeks when this new system for entering practicum placements becomes available so that they can enter this semester's data for placements that programs coordinate.
 - ii. Students received an email about clearances and student teaching that conflicts with what they are advised to do. Kim Dubree will ask that the email be revised so that students are not instructed to wait to obtain mid-level practicum clearances.
 - c. A secondary representative is needed for the handbook committee. The position will serve two terms. Dr. Tonia Tinsley volunteered.

IV. Old Business

- 1. Advisory Council and Unit Wide Assessment Data Discussion
 - a. Unit Wide Exit Survey data was shared at the February BSEd Committee and Advisory Council meeting. This committee needs to identify unit wide assessment data that may be needed to inform the development to enact an action plan.
 - i. Dr. Lillge distributed a summary of responses and observations from the February meeting. The were prioritized by how many times the issue was mentioned in the small group meetings. Five of the six groups talked about preparation to teach diverse learners.
 - ii. The committee should review the data and when we meet in April, identify and document to see how we are working on this collaboratively for program improvement and how best to create an action plan.
- 2. Program Data presented by Travis Marler in February
 - d. Travis explained the Unitwide data for a single program stating that each program will be able to run the same program specific reports in Taskstream. A Taskstream demonstration is scheduled for April 5. The Committee will determine in April whether further Unit wide data would help in the development of the data action plan for the coming year when they review the Advisory data in more detail.
 - i. The student teaching exit survey is perceptual. More data is desirable.
 - ii. Data from EDC 345 may be useful.
 - iii. We can get by with the unit wide assessment as it stands. There was discussion that it would be better if someone else (in addition to EDC 345 instructors) was assessing the students in terms of diverse learning. Maybe something could be incorporated in methods classes across the unit with professional development for faculty to prepare.
 - iv. An action plan is beginning to emerge. Comparative data from a content methods class with replication from EDC 345 gives two data points from two different classes.
 - v. As a committee we need to think about this and in April or fall identify an actual step that we can get feedback from for Advisory Council next year. We are taking direction from the Advisory Council and this may also help address the EDC 345 issue.
 - vi. The committee should come up with a concrete line item of a diversity learning point at the April meeting. April is the last committee meeting until fall. What does the committee need for the April meeting?
 - 1. Request copies of the assignment done in EDC 345 and draft a template for assessing students' ability to demonstrate proficiency in meeting the needs of diverse learners—in planning and in teaching. It

could be framed as looking at alignment with methods and EDC 345 based on data received from our community partners. We are trying to build continuity.

2. There are courses on campus about diversity issues. When advising would it be helpful to have a list of courses so students can take as an elective?
 - vii. The committee will identify a concrete action item for the assessment piece and then decide what we can do with a list of classes.
- b. At the March EPPC there were discussions on the logistics of implementing a requirement to pass the MoCA before student teaching.
 - i. Dr. Craig reiterated information from the February meeting. Performance measures are tied to funding.
 - ii. Dr. Craig identified the "Executive Committee Plus," which includes invited faculty to join in the conversation.
 - iii. It appears we will have to accept requiring students to pass the MoCA before student teaching and determining the logistics of how best to support students in accomplishing this pending new requirement is the real issue. The Exceptions Committee should not have to do this and it does not belong with Program Coordinators.
 - iv. There continues to be concerns about pass rates and how they are defined. The state has changed the requirement multiple times. There is now no recency rule. An email was forwarded from Dr. Sottile stating that the recency rule and the "two times and your out" rule are going away.
 - v. The Executive Committee will continue to have MoCA discussions. Dr. Arthaud and Dr. Morgan are two of the invited faculty. If you have concerns about managing your programs please notify the Executive Committee before March 22.
- c. There continues to be issues with the MoCA testing windows.
 - i. Dr. Tinsely distributed a testing windows schedule for Modern and Classical Languages. She has been working with Pearson-Vue and other to try and get French and German testing equally represented. French, German, and Chinese have two windows, one in fall and one in spring. The course is in fall only. In spring students are on study away so are not available for the spring test window. They must take it in the fall before their immersive study away. The current testing windows are set up for students to fail.
 - ii. Dr. Tinsley spent a week in December looking for students that took the test. It was noted that this took a significant amount of time to navigate above and beyond the scope of her responsibility. Dr. Tinsley went through five years of data to find one student that passed.
 - iii. The only language at this moment that meets the accountability threshold is Spanish. There are not enough French or German students. The explanation is that there is presentational speaking on the test so the testing center would have to be closed to all other testing candidates. We should be able to adapt with individual rooms.
 - iv. MoCA test prep material is deficient to non-existent. The History Department is developing a zero credit class to assist students with course prep. MCL is reimbursing students for prep materials. Information needs to be shared on what is available and what is not.
 - v. If changes are not made it will be detrimental to students and completing their programs in a timely manner.
 - vi. A document might be useful in understanding what programs need for MoCA. Dr. Lillge will send a survey to the committee and request feedback that will then be shared with the Executive Committee Plus.
- d. Current access to and investment in annual APR data needs to be discussed to determine if further action or clarification is needed.
 - i. Concern was expressed that last calendar year the APR information was given to Program Coordinator input after the APR was returned. That timeline does not work if Program Coordinators are obligated to review the data to detect any issues.
 - ii. There are questions about GPA calculation for state certification. GPA is currently calculate in the degree audit. The degree audit does not communicate with Banner and we

are relying on Banner to forward the information for APR. We will revisit this issue at a future meeting.

V. New Business

1. The BSEd Committee is looking for a chair-elect. This is Dr. Lillge's last meeting. Dr. Arthaud will chair the April meeting. Dr. Lillge will send an email requesting chair elect nominations.
2. Student teaching checklist informational meetings are scheduled for April 23, 24, and 25. Field Experiences will email student teaching candidates and include program coordinators. Videos would be good to have for students that are unable to attend.

Dr. Danielle Lillge adjourned the meeting at 12:04 p.m.

Respectfully submitted by: Vicki Kramer