



Missouri State[™]

U N I V E R S I T Y

EPP BSED Committee Meeting Minutes September 8, 2017

I. Call to order

Dr. Danielle Lillge called to order the regular meeting of the Bachelor of Science in Education Committee at 1:30 p.m. on September 7, 2017 in Karl 232.

Present: Tamara Arthaud, Kim Dubree, Karen Engler, Adam Harbaugh, Steve Hinch, Danielle Lillge, Carol Maples, Holly Metcalf, Michelle Morgan, Linda Moser, Gay Ragan, Gayle Runke, Gigi Saunders, Kimberly Stormer, James Sottile, and Tonia Tinsley.

II. Introductions

III. Approval of minutes from last meeting

Minutes from April 21, 2017 meeting stand approved.

IV. Updates

1. EPP: Dr. Danielle Lillge
 - a. There have been two EPP meetings since this committee last met. A review of items discussed and current issues is in order:
 - i. At the May 10 EPPC meeting there were discussions about the AAT with OTC. Dr. Craig noted that this committee had a circulating resolution. There were questions about EDC 345 and EDC 350. A charge was given to the Diversity Committee to oversee EDC 345. Dean Hough was working with Crowder on an AAT but has not yet reported out.
 - ii. CAEP workgroups were created last spring.
 - iii. It was brought to our attention that EDC 345 case study would be added to Taskstream matrices because it was being piloted.
 - iv. The Executive Committee met over the summer to discuss oversight by EPP of future AATs to ensure faculty oversight of the process.
 - v. At the September 6 EPP meeting it was announced that Dean Hough had assigned chairs to the CAEP workgroups, most from COE. Anyone that is interested in chairing one of the workgroups outside of COE should contact Dr. Craig.
 - vi. A Program Review planning meeting is scheduled for next week. Dr. Sottile will attend and clarify what the committee will be tasked with and what they will be overseeing.
 - vii. It should be noted that there was communication over the summer regarding DESE accepting CAEP guidelines for accreditation purposes. Dr. Homburg will follow up on the status.
 - viii. The Diversity Committee met and had “lively” discussion over the AAT with OTC. There were questions about what “oversight” entails for that committee.
 - ix. Curricular proposals will be reviewed by the Screening Committee on September 28 at 1:30 p.m. Authors and department heads are to receive notice one week in advance.
 - x. The EPPC Executive Committee met in May with Dr. Einhellig for clarification of the AAT with OTC. Dean Hough is attending an AAT meeting at the state level in October.

EDUCATOR PREPARATION PROVIDER

901 South National Avenue, Springfield, MO 65897 • Phone: 417-836-6204 • Fax: 417-836-5008

www.missouristate.edu/epp • epp@missouristate.edu

An Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity Employer and Institution

Concerns can be forwarded to Dean Hough so he can articulate on our behalf at the state level.

2. Director of Secondary Education: Dr. Karen Engler
 - a. Reminder that some students will be graduating that took RDG 474 for two credits and took RDG 556 for one credit. Any student that took these classes needs to contact Dr. Engler to make the necessary changes in their degree audit.
 - b. The office has been working with QDUG to correct glitches in pulling up correct admit lists for Secondary Education. One issue was because a student did not declare their major. Instructions on how to change a major were distributed to the committee.
 - c. Dr. Engler attended the DESE meeting in Columbia on September 6. Pearson and ETS were present as presenters. There were some ETS updates are helpful to the committee.
 - i. The library of examples for the MoPTA Tasks are being updated on their website late this month or early next month.
 - ii. Schools have been concerned about turnaround time on results of Task 2 and Task 3. Students are notified rather quickly but that has not been the case for schools. School notification will now be quicker.
 - iii. There was discussion about tasks being scored by a single person in the discipline unless there is a question. Students that do very well or very poorly will not have a second scorer. Students that fall in between will have a second scorer under certain circumstances.
 - iv. Clarification was sought for Special Education regarding difficulty in differentiating instruction. There is supposed to be two focus students but in Special Education it doesn't always happen that way. ETS emphasized that they want to see that happen but will still accept using Task 1 in order to provide a thorough explanation within task (2,3,4) submission.
 - v. ETS received feedback that the instructional videos on their website are too long. They are working on shortened videos. No date as to when those might be available.
 - vi. Notification of system maintenance for Task 1 is the weekend before it is due.
 - vii. Dr. Hull from DESE said if students do not get their artifacts uploaded they get a zero. There are concerns since some students may do very well but there is a glitch in the system making it difficult to upload the artifacts. ETS said they are coming across multiples of the same document. Dr. Hull responded that it's because the students want to make sure the documents have uploaded. Students should be instructed not to use computers from a school district to upload documents as firewalls will cause a problem. Dr. Hull suggested that a pop up dialog box appear if all documents have not uploaded. There needs to be a warning for each of the six artifacts. Pop up warnings are now in process.

V. Old Business

1. May AAT BSED resolution (copies distributed)
 - a. Dr. Lillge reviewed the resolution. The resolution states the committee will accept the four core courses listed in the AAT. In April there were discussions as to whether EDC 345 should be accepted and the committee decided not to address that particular course until after the Diversity Committee had a chance to review and make a recommendation. Since April several things have taken place:
 - i. Dr. Lillge had a conversation with Dr. Craig in May. Dr. Homburg was included. It was made clear at that meeting that MSU is accepting EDC 345 transfer from OTC based on the signed AAT agreement and there is no returning to that decision. There is latitude in accepting EDC 345 from other institutions for future AATs. Dr. Homburg suggested that the committee may create a resolution that Dean Hugh can take to the state level. However, the committee's resolution had more to do with the logistics of the agreement as pertains to admissions. Dr. Lillge acted on the questions the committee had at the time. Answers below:
 1. There is no new information about AAT agreements with two-year institutions s relates to the EDC 345. Dr. Lillge received an email from OTCs Angie Miller and it was reiterated that their class is very much aligned with the course offered at MSU. In a separate exchange, Dr. Lillge received a copy of an email sent to all

OTC students that all AAT courses at OTC have been approved by MSU with the exception of music and PE. This committee needs to consider if that statement should be clarified. Discussion. The math department received an email from a student requesting approval of transfer from OTC of EDU 222 for EDC 345. The student was directed to take this action by Dean Hough. Discussion. Programs are expected to accept that class. It was implied by Dr. Craig during the spring meeting with Dr. Lillge that acceptance of this class for EDC 345 only applies to OTC. This committee will have input for AATs with other institutions. Discussion. Curriculum decision without faculty involvement is problematic. OTCs syllabus looks more like a foundations course.

2. There is no update about the relationship between EDC 345 and EDC 350 overlap and whether the course is meant to serve as both a foundations and a multicultural education course. There were to be conversations over the summer but it does not appear that those conversations took place. Discussion. Does the committee want to pursue clarity on this issue in order to make an informed curricular decision? Discussion. Clarification is also needed for other courses transferring in from OTC. Dr. Engler stated that some clarification was received at a meeting in late spring with Dr. Craig and Juli Panza in relation to EDC 345 and EDC 350. OTC students cannot receive credit for both classes. OTCs intent is that EDU 222 transfer for EDC 345. Discussion. It is not clear if OTC has a separate course that fulfills EDC 350. We need clarity on what courses from OTC transfer and the content of those courses. Discussion. The committee decides that the chair will seek clarity about what is being offered at OTC and what is being communicated to their students. Dr. Lillge will email the committee with the information she is able to gather for the October meeting.
 3. Dr. Homburg is drafting a letter on behalf of the EPPC for Dean Hough to discuss at the state level. Should this committee draft a separate letter pertaining to our specific concerns? Discussion. There are questions as to how EDC 345 is transferred. Dr. Engler said it is done automatically and shows as PEU 016 in the degree audit. Discussion that program must first provide approval. Discussion. Accepting the PEU may affect MSU's course. Dr. Engler confirmed that PEU 016 is not accepted from other institutions. We may not get a lot of clarity until the Diversity Committee next meets with Dr. Craig and general counsel present. Discussion.
2. Ad Hoc Committee: Video Orientation to Secondary Education: Dr. Michelle Morgan
- a. The Ad Hoc committee met. COE is working on a similar video. Juli Panza and Dr. Morgan met and created an outline. A draft of the outline was distributed. COE has begun working on modules. An outline is on Blackboard. There are no videos yet but there are links and some information. The committee will continue to meet and hope to have this project completed by the end of the fall semester. If you would like additional items added to the outline, please contact Dr. Morgan.

Dr. Lillge, as a point of clarification, asked the committee to confirm that they want her to do some investigating into the OTC agreement before the committee decides how to proceed and are okay with waiting until October 2017. Discussion and agreement. Dr. Lillge will invite Dr. Homburg to those conversations.

3. Bylaws review
 - a. Clarification of BSED Committee language in the EPP bylaws was discussed at the April meeting. There is some confusion as to who should be members and who voting members are. Core courses language may need to be addressed. Discussion. The committee will request input from RFT and bring to the October meeting.
 - i. Motion to create an Ad Hoc sub-committee to work on a proposal clarifying purpose and membership of the BSED Committee to bring to the October meeting for input and review. Second. Discussion. Motion carried. The committee will consist of Tonia Tinsley (Ad Hoc sub-committee chair), Steve Hinch, Kimberly Stormer, and Carol Maples. If there are any other volunteers please contact the committee.

VI. New Business

1. Advisory Committee Plans for 2017-2018

- a. Traditionally the BSED Advisory Council has met in October and April. The question for the committee: Do we need to have two meetings? Discussion. Not much happens between the April and October meetings. Other programs meet once. State testing takes place in April so it is difficult for some partners to attend. We need to think more strategically regarding focus questions for data collection for accreditation. Discussion.
 - i. Motion for BSED Advisory Council to meet once in February. Second. Discussion. Motion carried.

2. SEC 302 and Taskstream Assessment Management

- a. Dr. Lillge met over the summer with Dr. Hinch, Dr. Sottile, Dr. Uribe-Zarain, Travis Marler, Amanda Beard, and Kim Dubree to discuss SEC 302 Taskstream management. Dr. Hinch referred to a discussion by the committee at the December 2016 meeting where there was some agreement to possibly reduce the SEC 302 Taskstream workload. Dr. Hinch is responsible for adding several documents to SEC 302 every semester for anywhere between 90 and 120 students. It is a total of 400 to 500 items to review. In the interest of reducing the workload, there are some items that Program Coordinators could review. Namely the Early Experiential Log and Dispositions Checklist has valuable data for Program Coordinators by providing contact with the student to begin building a relationship. Also, Dr. Hinch is not aware of what every program is looking for and these artifacts would provide the Program with information on where they should be placed. Discussion. Timely review by Program Coordinators may be problematic. All unit-wide assessments must stay in Taskstream. Quality issues discussed. Dr. Hinch recommends that the Disposition Traits and Outcomes, and Early Experiential Log be reviewed by Program Coordinators. The Traits and Outcomes are completed at the six week point in the semester and the Log is at the end of the semester. Would like to move forward on this in October and it is important for faculty colleagues to attend the BSED meeting so they can have a voice.

3. Certification: Karla Ferguson on behalf of Kim Dubree

The certification office has received 194 student teaching applications. They are in the process of sorting and will send out a list by program when complete. Students that have missed the application deadline may still apply.

VII. Adjournment

Dr. Danielle Lillge adjourned the meeting at 3:34 p.m.

Respectfully submitted by: Vicki Kramer