Present: Frank McQuarrie, Jiening Ruan, Teresa Bell, Neil Houser, John Covaleskie, Joyce Brandes, Debbie Rodgers, Denise Beesley, Katie Stone, Chris Crelia, Michael Raiber, Jeff Maiden, Stacy Reeder, Jon Pedersen, Maggie Ryan, Donna Abraham, Gregg Garn and Jamie Aldridge.

Approval of the Minutes
Upon motion made by Jon Pedersen and second by Donna Abraham the minutes of the previous meeting were approved.

I. Information/Discussion/Actions
After approval of the minutes, the group took time out to introduce themselves to the group and two new members were introduced. Chris Crelia has joined the council as the practitioner. Chris is the principal for Kennedy Elementary in Norman.

Katie Stone is also new to the council and is the student representative. She is an Early Childhood major in the College of Education and chair of the Deans Student Advisory Council.

Gregg Garn then informed members that there has been an increase in the cost of the certification exams taken by our students. It was also noted that registration for the exams has also changed. Students can only register online except for emergency registration can still be done by phone.

John Covaleskie raised a question regarding the possibility of money being available for students struggling financially. Gregg Garn stressed that money seemed to be tight everywhere, but as an option he would talk with John Cougher, COE Development officer to see if there were possibilities set up an endowment scholarship for financially struggling students. Frank McQuarrie suggested checking with the Student Advisory Council since they are known for taking the lead in money making projects for the college. Donna Abraham questioned if the Office of Financial Affairs might have resources to help with the testing. Gregg Garn announced that he would check into all of the options to assist students in need to pay for the certification office.

Debbie Rodgers added that we should consider the number of times that a student takes a certification test. Some students take multiple times before passing, which has implications for program areas and financial assistance proposals. She agreed to share a report with the committee that she prepared for the Dean’s meeting last spring on testing.

- CoE Electronic Calendar – Gregg Garn asked Frank McQuarrie, Chair for Committee on Committees to report on progress on the CoE electronic calendar. Frank announced that he is working closely with webmaster Scott Watkins on posting committee meetings on the electronic calendar as a means of communicating meeting information with the entire college. Katie Stone suggested posting the CEOE testing dates and student meeting information. Katie indicated that she felt that most students would use the calendar if they knew it was available. Gregg Garn asked members involved in coordination of meetings to e-mail Frank McQuarrie the information to be posted on the calendar. Frank indicated that mid to late semester before the meeting information would be included in the calendar.
• **Orientation Meeting** – Gregg Garn announced that a conflict has cropped up with the scheduling of the spring orientation meeting. Normal scheduling of the orientation meeting is on the Monday of the first week of classes. Unfortunately, the first Monday for spring falls on the Martin Luther King holiday. Gregg also expressed concerns that having the meeting on any day of the week besides Monday that the museum would be open to the public. Gregg asked members for feedback for alternative options for holding the orientation for the spring semester. Optional venues suggested by members were Stephens Research Center, Sarkey’s Foundation, National Weather Center, and building A on south campus. The dates suggested for the meeting date were 1) Tuesday, January 20th and 2) Wednesday, January 21st.

• **Initial Program Portfolio** – Gregg Garn provided with a draft copy of proposed changes to the Oklahoma Portfolio process. Proposed changes is to eliminate the on-site portfolio review under the following conditions:

1. *Institutions will provide for review during each regularly scheduled accreditation visit:*
   
   a. The unit’s portfolio handbook containing a written philosophy related to portfolio development and assessment which is consistent with the institutions and unit’s mission and conceptual framework, as well as written policies, criteria, and institutional rubric related to the portfolio assessment of individuals enrolled in initial and advanced programs.
   
   b. *Two representative candidate portfolios for each program offered. OCTP will randomly select one candidate portfolio in each program area and the second will be selected by the unit. Portfolios should represent candidate at the final transition point.*

2. *Annual reports must include any revision in the institution’s portfolio process.*

After discussion on the proposal changes to the portfolio process, Gregg Garn asked members to follow-up on previous discussions on what needs to be included in the portfolio. Specifically, he asked members to focus on identifying timelines and also requirements for the portfolio now that align with the 15 Oklahoma General Competencies

Frank McQuarrie reported that members of the elementary certification committee worked this summer on simplifying their portfolio process over the summer.

Mike Raiber shared that music education began with the core competencies and developed a matrix with suggested artifacts for the students. They then ask the students are then asked to submit relevant justification clarifying how the artifact meets a specific competency. Joyce Brandes indicated that Special Education had a similar process. Gregg Garn suggested that since Elementary, Music Education, and Special Education have already began simplifying their portfolio process to e-mail him their information. He would then post the information on the intranet for all programs to use as a reference tool. He then asked members to take the information to their certification committees to determine what makes sense. Stacy Reeder expressed concerns that the things listed in the Professional Sequence artifacts were not clear to certification areas as to what those projects might fit within the competencies. Gregg Garn noted that project information should be in the course syllabi and offered to get that project information post on the intranet. Joyce Brandes also offered to share their portfolio matrix used to match artifacts to competencies.

Gregg Garn asked members to gather this information and share with their certification committees to determine what makes sense for their programs. Gregg also indicated that there
is a sense of urgency in getting the portfolios set and asked members for a date programs could at least have a matrix in place. Members agreed that an obtainable goal for getting a matrix ready can be done at least in the certification areas by the next EPD meeting in September.

II. Reports/Actions

- **Professional Sequence Committee** – Debbie Rodgers reported the first meeting will be Wednesday, August 27. At the meeting they will set meeting dates for the year.
- **Student Services** – Debbie Rodgers reported that “Making Major Decisions” is scheduled for Saturday, October 25th.
- **Certification** – Jamie Aldridge reported approximately 45 resident teacher committees have been filled. She also reported that she has not heard from Norman Public Schools and Mid-Del Schools. Jamie also reported field experience requests will be rolling in this week. It was also noted that internship orientation was on Monday, August 25th. Jamie told members she would be sending out and email requesting information on members to be serving on their individual certification committees.

**EPD Priorities** – Gregg Garn asked for input from members on priority issues to be discussed for the 2008-09 academic year. Neil Houser and Gregg Garn shared some ideas that the executive committee has discussed for the council to discuss for the upcoming year. Some of those issues are:

- Communication within the college
- Portfolios
- NCATE
- EPD voting membership & terms
- TEACH grants

Frank McQuarrie indicated interest in information on the move to south campus next summer to allow for the addition to Collings Hall.

Stacy Reeder made a motion to adjourn and it was seconded by Donna Abraham.

**Adjournment**

The meeting adjourned at 9:57 a.m.