EPD Council Summary  
Tuesday, November 25, 2008  
8:30 a.m. to 11:00 a.m.  
ECH, Room 237

Present: Mona Ryan, Teresa Bell, Neil Houser, John Covaleskie, Joyce Brandes, Chris Crelia, Charlene Dell, Stacy Reeder, Geary Crofford, Kathy Latrobe, Frank McQuarrie, Katie Stone, Jeff Maiden, Jiening Ruan, Donna Abraham, Gregg Garn and Jamie Aldridge.

Approval of the Minutes
Upon motion made by Teresa Bell and second by Donna Abraham the minutes of the previous meeting were approved to reflect changes acknowledged.

I. Reports/Actions

• Professional Sequence Committee – In absence of Debbie Rodgers, John Covaleskie reported that the PSC met last week and discussed issues of tracking field experience placements. John reported that at this time there is no institutional way of tracking students to confirm that they have completed an urban, suburban, and rural setting. Debbie Rodgers will be working to find a consistent way of tracking these placements.

  John Covaleskie also informed members that the reporting process for the evaluations is set up to reflect average score for the entire evaluation. The committee would to like to see the average for the sub-categories.

  John Covaleskie told members that the committee is struggling to find ways to offer EDS 3003 in the summer. So far they have not been able to find an urban placement that offers the same kind of experience offered in the spring and fall semesters.

• Student Services – No report given due to absence of Debbie Rodgers.

• Certification – Jamie Aldridge reported that she is working on internship placements for the spring semester. It was also reported that she is also working resident teacher committee travel and the due date for faculty resident committee reports are due on December 23rd. She informed member that the she will begin working on internship closure meeting preparations next week. The closure meeting will be Monday, December 15th from 1:00 p.m. to 4:00 p.m. at the Sam Noble Museum.

II. Information/Discussion/Actions

• Initial Program Portfolio Follow Up–
  a. Music Education – (Taskstream) Charlene Dell shared with members the online portfolio used by Music Education. Some of the reasons that were communicated with members for moving to the electronic portfolio by Charlene Dell were:

    1. The process was time consuming and somewhat frustrating to faculty and students alike. Artifacts that completed competencies were lost before they were needed for submission 3.

    2. Students often did no save materials electronically or in hard copy, or had computers crash/upgraded during their degree program.

    3. Going electronic allowed students to build their artifacts at the end of every semester and have them for safe keeping.
4. Students can submit artifacts while they are fresh and students and students label the artifact with the Competency it demonstrates.

5. Students are introduced to the competencies at the start of their program, not at the end.

Charlene Dell explained to members the reasons Taskstream was chosen was because they realized they did not have time to create software that provided the structure needed. She explained that Taskstream allows complete freedom to structure the portfolio according to the needs of the accrediting institution. It also allows the student to electronically store their work in a department designed structure. The assessments can be done as the department feels needed and students may request feedback from any or all of a series of reviewing faculty. Then when the students are ready they can submit portions of their portfolio for submission and evaluation. Charlene Dell also shared with members that Taskstream provided safe storage for the student’s portfolio materials.

Gregg Garn provided members with a hand out of the initial program portfolio for faculty to review and modify for the basic requirements for the portfolio. He shared with members that once the basic template is determined then each program area can make adjustments to what works for their program area.

The item that Gregg Garn asked members concerning changes to the portfolio guidelines was number 3, “Field Experience Evaluations”. He told members that in talking to faculty members there was a question as to whether this title should be changed to “Field Experience Reflections”. The reason for the suggested change was because with the evaluations there was a timing piece that didn’t fit. It was also discussed to change the terminology of 5b to “reflections” as well. Frank McQuarrie made a motion to change the terminology of “evaluations” from number 3 and 5b to read as “reflections”. The motion was seconded by Stacy Reeder with members voting unanimously in favor of the change.

Due to changes in the professional sequence courses, Teresa Bell made a motion to change 3a to read “Level 1 field experience – EIPT 3483” and 3b to read “Level 2 field experience EDS 3003”. Joyce Brandes seconded the motion with members voting unanimously in favor of the change.

John Covaleskie shared with members as the instructor for EDS 3003 that although the rubric has listed an artifact “Teaching Vision” there is no specific assignment in the course. He also noted that there has been some confusion on the terminology amongst students in the terminology. It was discussed among members to change the terminology to more generic terms that would allow instructors of those courses to determine the assignments and continually coming to EPD to vote on terminology changes. Frank McQuarrie made a motion for section 2 on the rubric that the language after each profession sequence to read “appropriate assignment” and to have example of the assignments listed. The motion was seconded by Donna Abraham. Neil Houser, in favor of the motion, raised concern of passing the motion without discussing the issues with those teaching the courses. Members voted unanimously to table the motion until the January meeting allowing time to visit with the instructors. Gregg Garn volunteered to meet with the PSC instructors and get a clarification of the course work for the courses and their ideas of the changes being suggested.

Gregg Garn then asked members to look at number 6 of the initial program portfolio concerning “Oklahoma Education Test Scores”. Gregg revealed that there have been legal concerns as to whether the scores should be included in the portfolio or if included to change the terminology to read “Oklahoma Education Test Results” and report the scores as pass/fail.
Neil Houser made a motion to eliminate test reporting completely from the portfolio process. The motion was seconded by Frank McQuarrie with members agreeing unanimously.

Stacy Reeder asked members to look at section 5a “Instructional unit plans with student achievement data” and section 7a “Applied research project”. She expressed concerns that these projects are one in the same and that having them listed twice led to confusion if the projects had to be done twice. Stacy explained to members because of NCATE the instructional unit plan with student achievement data has become the research project for secondary students. Frank McQuarrie made a suggestion to completely eliminate section 5 since the internship evaluation component was covered in section 3. Stacy Reeder made a motion to eliminate section 5 from the portfolio with the understanding that 5a will be covered with 7a. The motion was seconded by Neil Houser with members unanimously voting in favor.

EPD Voting Member Status – Gregg Garn asked members to revisit rational conversations for expanding voting members for EPD to include EDPY, ELPS, and Ed. Tech. Neil Houser shared again his rationale for the changes based on three ideas: 1) One vote for 3 areas is not enough representation; 2) We need to see each other as full participants and partners in this process and voting is an important part, and 3) PSC has assumed a role that he doesn’t think was initially intended. It has been a voice for groups that have not been equally represented, but it has almost created a dual set of meetings. Neil sees EPD as the place where the CoE comes together for that community and changing the voting status could go a long way in resolving that issue.

Frank McQuarrie reported that discussions from the elementary faculty on adding these voting members led to a vote against expanding voting members for EPD. Frank shared concerns of the literacy faculty in expanding the voting membership. The feeling was that the structure of EPD was designed to be representatives from the different committees that had an impact on teacher education. Part of the issue was that it was not to be a representative all the courses. He also brought to the committee’s attention that it was felt that if it passed to add the additional voting members to EPD that it was felt that there was a need to add some additional representatives to those areas who offer support courses for the programs.

John Covaleskie shared with members that he felt as an instructor of the one of the professional sequence courses that he should have vote on issues.

After a lengthy discussion a vote was taken for expanding voting members and passed with 8 members voting yes, 2 members voting no and 2 abstaining.

It was also noted after the vote that since there is there is a new certification area that will needed to be visited for a voting rights for the STEM program.

Gregg Garn then shared with members that currently Executive EPD members serve a two-year term with the members beginning their terms at the same time. With this process all of the committee terms expiring at the same time, leaving no members with an institutional history of the meetings except for the chair. Gregg asked member to consider changing the executive committee member terms to a 3-year staggered term. Neil Houser made a motion to change EPD executive committee member terms to a 3-year staggered term. The motion was seconded by Donna Abraham and all but one member voted (by voice vote) in favor of the motion. One voting member voted no by voice vote.

The next issue by concerning the Executive EPD brought to the table by Gregg Garn was to elect a new outside member to replace Teresa Bell who will be going on sabbatical in January. It was decided by members to hold an electronic vote for the position and allow for nominations. An official nomination was made at the meeting for Charlene Dell to serve as the outside member to replace Teresa Bell. The nomination was seconded by John Covaleskie.
Gregg Garn informed members that a request for additional nominations and voting requests would be e-mailed in December.

- **EPD Priorities 2008-09** – Gregg Garn asked for other business for the 2008-09 AY, noting that continuing communication with the PSC as a future topic as well as EPD voting for STEM certification program.

  Chris Crelia announced that Norman Public Schools will be holding their job fair on March 5.

Donna Abraham made a motion to adjourn and it was seconded by Teresa Bell.

**Adjournment:**
The meeting adjourned at 10:25 a.m.