EPD Council Summary
Tuesday, September 29, 2009
8:30 a.m
SC Bldg. 4, Room 119

Present: Sherry Cox, Neil Houser, John Covalieskie, Joyce Brandes, Sacra Nicholas, Cheryl Walker-Esbaugh, Denise Beasley, David Lovett, Kendra Williams-Diehm, Kathy Latrobe, Tim Laubauch, Mark Letcher, Charlene Dell, Kathryn Haring, Diane Horm, Patrick Forsyth, Michael Langenbach, Donna Abraham, and Jamie Aldridge.

Approval of the Minutes
Upon a motion made by Donna Abraham and second by Sacra Nicholas the minutes of the previous meeting were approved as amended.

I. Information/Discussion/Actions

Michael Langenbach shared with members that the routine for the EPD Executive Committee has been to meet the week prior to Council meetings to produce the agenda for the Council meetings. He apologized to members for an error he made on the agenda concerning the Special Education program changes and reported that the changes would be added to the agenda and discussed just before the Committee updates. He also reminded members to contact any of the Executive Committee members with items they would like to have on the agenda in the future. Members of the Executive Committee are Charlene Dell, John Covalieskie, Neil Houser, and Michael Langenbach.

- **Discussion of Time and Date for EPD Council** - Langenbach reported to members that 9 people responded to the request to change the time of the EPD Council meetings. He explained of those responding, there were just as many responding to keep the 8:30 a.m. time as there were others wanting to change. He told members there were a couple of difficult conflicts that arose from the requests. The first difficulty was that if the time changed there would be faculty that could not attend the meetings because of teaching schedules. The second difficulty was for faculty teaching evening classes it makes for a long, hard day. Mike shared with members that for the time being the EPD Council meetings will remain on the last Tuesday of the month at 8:30 a.m., but indicated that the issue could be revisited at a later time.

- **Memorandum of Understanding** – Langenbach reported to members that a Memorandum of Understanding was put together by Legal Counsel in 1997. The form was produced in order to have on record in every agency where we have students doing field experience, internship, etc. to show that they had a legal basis for being there. Likewise, the students also signed a document at the beginning of their career in the College of Education and placed in their file. Langenbach told members that for the last 8 years this procedure has not been done. He provided members with a copy of the 1997 memo that he has taken to Legal Counsel and asked them to update. He informed members that he made clear with Legal Counsel that he wanted to share the updated form with faculty to discuss concerns or issues they might have. He asked members to take a week to look over the memo and share with him any concerns so that he can take those back to Legal Counsel.

- **Codify Voting Members** - Langenbach recapped from the August meeting discussion on EPD voting members. He shared with members that at the EPD Executive meeting it was decided to have the committee codify the case in regard to the voting members. The Executive Committee will put together in writing what the principles and guidelines should be for voting members. Once they have something in writing they will then bring it to the members for discussion and possible approval.

- **Special Education Proposed Program Changes** – Langenbach asked the Special Education faculty to share their proposed program changes with members. He informed members that time would be allowed for a brief discussion, but that a final discussion and vote would be done at the October meeting. Kendra Williams-Diehm shared with members proposed program changes for Special Education. She told members that the program faculty want to change the program back to a 4-year one. Kendra reported some of the reasons faculty looked at making the change were because of losing students due to internship and students choosing other institutions with a 4-year program. She also shared that faculty sought input from students, graduates, and graduate students to get ideas on what changes they felt were needed to help them the most. Kendra concluded that the proposed changes had been approved by the program faculty, the certificate committee and the EDPY department.

II. Committee Updates

- **Professional Sequence** – No Report

- **Student Advising** – Sherry Cox reported that “Making Major Decisions” will be Saturday, October 2nd from 11:00 a.m. to 1:00 p.m. at South Campus, Building 4. She asked that at least one faculty member from each program area be present to visit with the students and answer questions. She also reported that the new Ozone system started today and that one of
the changes that has been that advisors will no longer be able to change the code. Now changing student codes will be done at a central location. Therefore, Sherry asked faculty to do the admission process at the beginning of the period instead of waiting until the end of that period to help prevent students from not getting enrolled until the first week of classes.

- **Certification/residency/field experiences** – Jamie Aldridge shared with members that she is continuing to work on resident teacher and field experience placements. She’s also working on testing recommendation and the Title II report. Jamie reminded certification chairs that if they have not reported to her the members of their certification committees to please do so as soon as possible and to forward their certification committee meeting minutes to her as well. Langenbach noted that it is important for NCATE purposes that Jamie have a file on certification minutes or summaries of their meetings.

- **EPD Priorities for 2009-2010** – Langenbach reiterated to members that codifying the EPD voting members will be discussed at the next meeting. Sacra Nicholas was reminded from the August minutes that she had volunteered to serve on the Field Experience Task Force and asked if this should be discussed at the next meeting. Sherry Cox offered to provide names of Task Force members and notes from previous meetings.

**Adjournment:**
The meeting adjourned at 9:15 a.m.