EPP Advisory Council Meeting Dates and Minutes

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| Meeting Date  And Attendees | General  Notes | Action Items | Date Initatied | Date Completed | Review Date |
| April 6, 2016 | Circleville City Schools-candidates need more training in technology. They know very little about Google Classroom and it is being used by more and more districts | The EPP will purchase a set of Google Chromebooks, complete Google Training for all faculty, implement Google classroom into methods courses | June 2016 | August 2016 | Ongoing:  According to data from performance rubrics and from completer surveys, implementation, engagement and use of technology is trending higher. |
| November 21, 2016  Dr. Valerie Jones-Dean  Jayne Stevenson-EPP faculty  Pam Larson-EPP Faculty  Dr. Martin  Lisa Heins-Curriculum Director: Circleville CSD  Beth Keplar-principal: Teays Valley LSD  Amy Fox: Curriculum Director: Westfall LSD  Greg Kovack-principal: Teays Valley LSD  Face-to-face meeting | New Hope Christian Academy-Candidates need to bring questions for the classroom back to the Professor. They are asking questions of the cooperating teachers that should be asked in the OCU classroom. This is showing as a lack of confidence in the classroom as well. | EPP faculty will address this in courses with candidates. | December 2016 | January 2017 | Ongoing |
| November 21, 2016 | Teays Valley Local School District- Teachers need to know the goals that our candidates need to achieve. When the OCU candidate is in the classroom they want to make sure they are meeting the candidate’s class goals. | EPP faculty asked if it would be helpful to send out the class rubric when the OCU student starts in the classroom than at the end of their time to help the cooperating teacher know what is expected. It was agreed that this may help some of the confusion. | December 2016 | January 2017 | Ongoing |
| November 21, 2016 | Teays Valley Local School District- When asking teachers to comment on the OCU candidates they responded by saying they were punctual, hardworking and caring in the classroom. However, they do need time management skills, more creativity and lesson plans still need some work. Overall, the cooperating teachers felt they were doing well. | Professional Responsibility will be addressed in courses and in the performance rubric. | December 2016 | January 2017 | Ongoing  Assessments show professional responsibility scores are trending higher |
| November 21, 2016 | **Circleville City School District**– Would like to see a dual enrollment 18 hour online degree for Intervention Specialist and Psychology. She does have a teacher that is interested in the Psychology degree | EPP Department Head will speak to the Psychology Department in the next Curriculum Committee Meeting | December 2016 | Ongoing—School of Social Sciences is working on a new Masters of Psychology |  |
| March 22, 2017  Dr. Valerie Jones Dean  Rolanda Hurtt-EPP Faculty  Lisa Heins-Curriculum Director: Circleville CLSD  Amy Fox-Curriculum Director: Westfall LSD  Gregg Wright-Principal: Ross County Christian Academy  Amy Colburn-Curriculum Director: Logan Elm LSD  Face-to-face meeting | Logan Elm Local School District mentioned a concern about OCU candidates being distracted during their field experience time. They also need to follow through and communicate better with cooperating teachers | EPP Department Head explained that we continue to stress to our candidates the importance of these issues beginning in their first education course, EDU 2030. The EPP Department Head asked the P-12 schools to have their teachers score them appropriately in the professional responsibilities on the performance rubrics and alert the EPP Liaison immediately when there are issues | Continued and ongoing | Continued and ongoing | Continued and ongoing |
| February 22, 2018  Dr. Valerie Jones-Dean  Rolanda Hurtt-EPP Faculty  Jayne Stevenson-EPP Faculty  Angela Flowers-EPP Faculty  Gregg Wright-Principal: Ross County Christian Academy  Lisa Heins: Curriculum Director: Circleville CLSD  Greg Kovack: Principal: Teays Valley LSD  Face-to-face meeting | Circleville City School District was concerned for the lack of professionalism that our candidates have shown when addressing their cooperating teachers. The use of first names and lack of concern for others time | EPP will be adding this to all courses to remind our candidates how they should address others in a professional setting. EPP will also add more stringent admission requirements for all programs | June 2018 | August 2018 | Ongoing-  Assessments show Professional Responsibility is trending higher  New admissions requirements |
| November 27, 2018  Dr. Valerie Jones-Dean  Jayne Stevenson-EPP Faculty  Dr. Jeanne Bruce-EPP Faculty  Rolanda Hurtt-EPP Faculty  Lisa Heins-Curriculum Director: Circleville CLSD  Amy Fox-Curriculum Director: Westfall LSD  Greg Kovack: Principal: Teays Valley LSD  Kyle Uhrig-Asst. Superintendent: Circleville CLSD  Jarod Lloyd-Principal: Ross County Christian Academy  Kim Shepherd: Principal: New Hope Christian Academy  Kyle Wolfe- Asst. Superintendent: Teays Valley LSD  Andy Graffis-Dean of Students: Logan Elm LSD  Amy Colburn: Curriculum Director: Logan Elm LSD  Karen Bullock: Grants Admin.: Circleville CLSD  Face-to-face meeting | Logan Elm School District: Field Placement Candidates/Student Teachers need to make sure they are introducing themselves to all faculty and staff in their building. This will serve them well when they are interviewing for positions in the future | This will be added to all field experience instructions and expectations. The EPP will also design a professional development opportunity for all EPP candidates to network with P-12 educators. | December 2018 | January 2019 | Ongoing-Assessments show professional responsibility is trending higher—Education Summit held Fall 2019 |
| November 27, 2018 | Teays Valley Local School District: Candidates have been receptive to tasks they are asked to do by cooperating teachers. This is a positive step in the right direction | --------------- | -------------- | ------------------- | Changes in expectations and performance rubric have shown a positive change in candidates. |
| November 27, 2018 | Logan Elm Local School District: Good to hear the new standards have been set by OCU when admitting candidates. Some teachers were hesitant to take students based on a bad previous experience. | ---------------------- | ------------------------ | ----------------------- | Feedback from previous Advisory Council meetings and the action plan that followed are creating positive data. |
| November 27, 2018 | Logan Elm Local School District: Great feedback from teachers about the Trauma Informed Care training | ---------------------- | -------------------- | --------------------- | Evidence that partnerships are mutually beneficial—The EPP is providing professional development to the P-12 school partners that they want and need and the EPP is doing it effectively. |
| November 27, 2018 | Teays Valley Local School District: Glad candidates have received the Trauma Informed Care training this summer and that it has been implemented in to Teacher Education classes as well. | -------------------- | June 2018 | June 2018-present | Changes in the candidates’ training and preparation is seen as a positive adjustment. |
| November 27, 2018 | Circleville City School District: Would there be an interest in a partnership for a pre-school setting between OCU and Circleville? Headstart program is growing and Circleville is running out of space to house them | EPP would love to partner and will be talking to Circleville about this venture. EPP will meet with the university President concerning this. | June 2019 | Pandemic put a hold on this for now | Pandemic has put a hold on this for now |
| November 27, 2018 | Teays Valley Local School District: Will any of the Intervention Specialist Courses be offered to cooperating teachers? | There will be a master’s degree fully online for the Intervention Specialist Degree as well. The vouchers that each school obtains when they host an OCU candidate with field experience or student teaching may also be used for these classes as well. The EPP is tracking the number of vouchers obtained by each district. | June 2018 | January 2019 | Graduate intervention Specialist courses are now available |
| May 19, 2019  Dr. Valerie Jones-Dean  Lisa Heins-Curriculum Director: Circleville CLSD  Amy Fox-Curriculum Director: Westfall LSD  Greg Kovack-Principal: Teays Valley LSD  Kim Shepherd-Principal: New Hope Christian Academy  Kyle Wolfe-Asst. Superintendent: Teays Valley LSD  Andy Graffis-Dean of Students: Logan Elm LSD  Amy Colburn-Curriculum Director: Logan Elm LSD  Allison Catlos-Principal: New Hope Christian Academy  Barbara Fehr-EPP Faculty  Face-to-face meeting | Teays Valley Local School District: Field Placement Candidates/Student Teachers -it has been hard to find students a teacher that teaches in the time frame the OCU candidates now have available | EPP stressed that if the candidate cannot be placed with a teacher that fits the EPP high-quality educator designation, please let the EPP know so a different placement can be found. Placements have grown more difficult since the university has gone to a 5 day schedule | June 2019 | August 2019 | The use of Google Sheets have aided in the ease of finding placements for candidates during designated times that the candidate is available and the content needed is being taught. |
| May 19, 2019 | The Advisory Council spent hours revising and aligning EPP rubrics to Ohio, InTASC and CAEP Standards at this meeting. | ----------------------- | May 2019 | August 2019 | The EPP-created rubrics were used for the 2019/2020 year |
| February 12, 2020  Dr. Valerie Jones-Dean  Jayne Stevenson-EPP Faculty  Lisa Heins-Curriculum Director: Circleville CLSD  Amy Fox-Curriculum Director: Westfall LSD  Kim Shepherd-Principal: New Hope Christian Academy  Kyle Wolfe-Asst. Superintendent: Teays Valley LSD  Allison Catlos- Principal: New Hope Christian Academy  Sherry Kneece-EPP Faculty  Kyle Uhrig: Asst. Superintendent Circleville CLSD  Autumn Paugh-EPP Teacher Candidate  Mitchell Smith-EPP Teacher Candidate  Face-to-face meeting | Circleville City School District: Dress policy was a concern as some candidates are not dressing for success. Dress for the job you want not the job you have, and this should apply to our candidates as well | EPP could start a career closet with dress clothes may help to alleviate this problem for candidates as well and will talk to Kappa Delta Pi about getting something started. | August 2020 | September 2020 | The Career Closet is in place and available for all OCU candidates. |
| February 12, 2020 | The EPP asked for input about hosting a dinner at OCU for field experience candidates, their cooperating teacher to meet, go over expectations and ask questions. All Advisory Council members agreed that would be a wonderful plan | A dinner will be planned for Fall 2020 semester | Pandemic put a hold on this | Pandemic put a hold on this | Pandemic put a hold on this-however, the EPP is considering including this in Education Summit 2021 |
| February 12, 2020 | Teays Valley Local School District hosts an orientation for new faculty and provide them with the top 20 Viking Ways. They address punctuality, dress code and more. They would encourage any OCU candidates attend as well so they are aware of what is expected in the school system. Circleville City Schools does this as well | Candidates placed at Teays Valley Local School District and Circleville City School District will invite the EPP candidates to attend orientation. | August 2020 | August 2020 | Ongoing |
| February 12, 2020 | New Hope Christian Academy: The hours that the candidates are available to attend their field placement is getting harder for the schools to find teachers that teach a certain subject. The other concern is the candidate isn’t always consistent from week to week which is hard on the cooperating teacher and the students | The EPP will be more effective in scheduling more time during the day to ensure that the candidate is consistent and placements are easier to make. | August 2020 | August 2020 | Ongoing |
| February 12, 2020 | Circleville City School District would like to see Pickaway County students attend OCU and then come back the school system they once attended to teach. Could the EPP provide a scholarship to these students if they attend OCU and then agree to teach in Pickaway County for several years after licensure? | The EPP will work with university administrators and P-12 school administrators to begin talks of this idea together. | August 2020 | Ongoing | EPP is meeting with Pickaway County Schools to explore establishing Educator Rising chapters within districts and partner with the EPP in this endeavor. |
| February 12, 2020 | New Hope Christian Academy concerned that we don’t really have any candidates with the science concentration | The EPP assured the Advisory Council that there are several Middle Childhood candidates coming through now that will need these science methods soon. The EPP does not currently offer the AYA Science program but plans to offer this is included in the 5 Year Strategic plan | --------------------- | ---------------------- | Ongoing |
| February 12, 2020 | New Hope Christian Academy mentioned to stress to candidates were to bring syllabus with them on the first meeting with their teacher, so the teacher understands what is required of them for the semester | EPP faculty will stress this—the EPP has had several faculty changes and new adjuncts. Some forgot to send an email with the syllabus and expectations. The EPP will create a Faculty Handbook that will review all requirements of faculty and expectations of candidates. | August 2020 | Ongoing-Faculty Handbook created | Ongoing |
| February 12, 2020 | New Hope Christian Academy: Candidates need to take initiative and help out in the classroom more. Take the opportunity given to them to learn and take their cooperating teachers advice. Also, assert themselves as an authority figure in the classroom. | The EPP will include this verbiage in each field experience course and in performance rubrics | August 2020 | August 2020 | Ongoing |
| February 12, 2020 | Circleville City School District: Candidates having issues with cell phone usage, communication, punctuality, professional dress, expectations, etc | The EPP will mandate training from the Ohio Department of Education over the Licensure Code of Professional Conduct for Ohio Educators for all candidates going into field experience. | June 2020 | June 2020 and ongoing | Ongoing- Assessments show Professional Responsibility is trending higher |
| February 12, 2020 | The EPP asked for input from the Advisory Council concerning the implementation of the PreCPAST, CPAST and edTPA for Fall 2020. The EPP explained the need of valid and reliable instruments of evaluation by accreditors. The Advisory Council reviewed the assessments, noted the similarities with the EPP created assessments and the added examples of evidence, and voted to accept the new proprietary assessments to replace the EPP created assessments. | PreCPAST, CPAST, edTPA will be implemented | June 2020 | August 2020 | Ongoing |
| June 2, 2021  Dr. Valerie Jones-Dean  Jayne Stevenson-EPP Faculty  Lisa Heins-Pickaway ESC  Kim Shepherd-Principal: New Hope Christian Academy  Allison Catlos Principal: New Hope Christian Academy  Sherry Kneece-EPP Faculty  John Drum-EPP Faculty  Gretchen Weiler-Principal: Teays Valley LSD  Dr. Jeanne Bruce-EPP Faculty  Karen Bullock-Grant Admin.: Circleville CLSD  Virtual meeting | The EPP provided the Advisory Council with mathematics and assessment data from OAE content exams, the edTPA, and from the PreCPAST and CPAST. The Advisory Council concurred with the EPP’s analysis of the scores and voted to accept the EPP”S motion to create an addition math methods course with 40 field placement hours for all Early Childhood, Middle Childhood mathematics concentration majors, and Intervention Specialists for the 2022-2023 year | The new proposal will be taken to the curriculum committee, and then faculty to vote to approve and then added to each program and university catalog. | June 2021  Curriculum Committee Approved | Ongoing | Ongoing-will be added in 2022-2023 |
| June 2, 2021 | The EPP brought the decision of the Dual Licensure program to the Advisory Council—the EPP motioned for a 10/5 week split for those candidates seeking Dual Licensure. Discussion took place and the Advisory Council voted unanimously to accept the EPP’s motion. | These new guidelines will be added to the Student Teaching Handbook. | June 2021 | June 2021 | Ongoing |
| June 2, 2021 | Teays Valley School District made a motion to collaborate with the EPP to provide a county-wide professional development day on our campus in 2021-2022. The districts would provide the professional development day and the EPP would provide the professional development with continuing credit hours available using the vouchers the districts are provided for hosting our candidates. All agreed that this was a wonderful idea and opportunity. | The EPP will work with the county Educational Service Center to carry this out. | July 2021 | Ongoing | Education Summit is planned for November 6, 2021 and planning is ongoing |
| June 2, 2021 | Issues and Concerns with our candidates and/or program – Circleville City Schools asked if anyone was providing our candidates with Orton- Gillingham training or Science of Reading? | The EPP is sending all reading faculty to take the Orton-Gillingham training this summer and will be providing these methods to all candidates. We have also added The Science of Reading to all methods courses. | June 2021 | Ongoing | Ongoing |

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| Meeting Date  And Attendees | General  Notes | Action Items | Date Initatied | Date Completed | Review Date |
| December 13, 2021  Valerie Jones-Dean  Jeanne Bruce-Asst. Professor Dave Steger-Affiliate Professor  Ty Ankrom-Pickaway County ESC, Super.  Shannon Helser- Teays Valley Asst. Super  Kevin Kinne-Teays Valley Principal  Amy Fox- Westfall Curr. Director  Amy Urban- Westfall Reading Coordinator  Lisa Heins- Pickaway County ESC  Kim Shepherd-New Hope Christian Academy Principal  Carrie Elder-Office Manager | Updates on Action Plans-Dr. Jones reviewed updates to the action plans that has been set in place for the following items:  1. Technology - we have implemented Schoology and Google Classroom into all courses and added a summer course to help students engage the classroom using different types of technology, not just watching a video. OCU’s CPAST scores for alumni were lacking in technology however they are now on the rise with this implementation.  2. Math Revisions and Additions – after hearing the Advisory Council’s recommendations in the June 2021 meeting, we have added another semester of math methods for all Early Childhood, Middle Childhood with Math concentration and Intervention Specialist students that will begin Fall 2022. The CAEP team also agreed that this was a good addition to our degrees.  3. Diversity – during the Diversity course that all School of Education students complete we have implemented a research-based test called Project Implicit. All students are to take 5-6 tests to see where their bias may lie. After they receive the results, they are to complete an action plan on how to overcome the bias, such as attending an event, reading a book, etc. The student will take the same test as a senior while they are student teaching to see growth towards changing the bias. The School of Education is also working on recruitment for diversity as well. We will be starting a pilot program with Circleville City schools fall of 2022 for junior and senior students that may want to explore the field of Education as a CCP student. The program is called Educator Rising with the guidance of Angela Dickey of the ESC. The home school will have a teacher to guide the students and the student would also take courses here at OCU. They would be completing hours in their home school as well.  4. Modality – preparing for teaching online has been added to our methods courses starting this spring 2022. Evidence in our research showed the need to add this with the recent uptick in online studies. We would like to partner with any teachers that have done this well. Teays Valley (Shannon Helser) noted that they have teachers that were paid to develop online classes and have been teaching the online classes as well. They would be willing to connect OCU with these teachers so our students could gain some insight from others that have been doing a great job with these new online classes. Westfall (Amy Fox) also has a google certified level 2 teacher that could impart some helpful resources to our students.  5. Professional Growth – OCU has added professional conduct training for our School of Education students, admission standards as well as other measures to make sure all professional behaviors are understood. We are grateful for the feedback the Advisory Council has provided on this matter. We are seeing the benefits through edTPA and CPAST scores.  6. Completer Case Studies – this is new to programs this fall. Student feedback has been positive as they are enjoying working with former alum in this capacity. We do need help in performing the Lawshe method on this data and ask that as many members of the council with answer just three questions for each question on the case study file. We look forward to working with all members to make sure our data is valid and reliable. | N/A | Fall 2021 | In progress | Spring Advisory Council |
| December 13, 2021 | Fall update – Pre-CPAST and CPAST scores are showing that we are exceeding the state average and it seems to be a great way to have current feedback for all students. The cooperating teachers like the way it lets them verbalize what is going on currently in the classroom. All scores are reported to Ohio State University. The edTPA has shown that math is our weakness with only a 50% average compared to the national average of 89%. We are hopeful that with the implementation of a year of math methods the average will rise.  Licensed and employed – when the Education Department started here at OCU in 2009 most students did not apply for their license. We now encourage our students to be licensed and the average is now 79%. The average did fall a little during Covid because testing sites were shut down or appointments were full.  August Education Summit – OCU would like to partner with the ESC to provide a professional development day here on campus for all of Pickaway, Ross and Fairfield counties before the school year starts. Lisa Heins expressed the fact that most school calendars are already complete for the 22-23 school year. We may need to have the Education Summit again during the fall and work on the 23-24 school year to provide the professional development in August. Lisa asked everyone what the best way is to market this professional development within each district. Shannon Helser felt that she did see it on social media, emails and other outlets. OCU and the ESC will once again be offering professional development this summer a few courses will include Orton Gillingham, Google, The Science of Reading, phonics and dyslexia. | Planning Summer Insitute and Education Summit 2022—planning an all-county Education Summit for 2023 and provide PD and training for all clincal educators working with OCU students. | Spring 2022 | In Progress | Spring Advisory Council Meeting |
| December 13, 2022 | Comments/Questions by Council:  Kim Shepherd has been pleased with students increased understanding and initiative in the classroom. The students are seeing the need and meeting it. Two things that they would like to see improvement on is attendance and cooperating teacher expectations.  Valerie explained that the cooperating teacher should receive an email regarding the expectations, but she would make sure that all professors are following through with the email.  Kevin Kinne was very pleased with the student teacher they hosted this semester and said that she worked well with staff and students. He did maintain that professionalism is the key and that they do look at all social media during the hiring process.  Amy Fox said they can see that the students are better prepared to be in the classroom than just two years ago.  Kevin Kinne asked what the breakdown by percentage of the programs OCU provides. Jeanne – it is still more Early Childhood students for the most part but the AYA program is growing and soon to be OCU’s biggest program in the School of Education. Intervention is also growing as more students are pursuing the dual license.  Valerie once again asked that everyone write a letter explaining how a science lab would be helpful to our University, letter needs to be submitted by the 31st of December. With this lab we would be able to provide the AYA- Science concentration as well as a Science degree and pre-Med. The hope is to have the organic chemistry lab ready for use by fall of 2024. | Check with professors to ensure expectation emails are being sent  Continue to stress technology and social media rules to our candidates and in their training before student teaching. | Spring 2022 | In progress | Continuing review |