



UNIVERSITY OF NORTHERN COLORADO

**Professional Education Council
Minutes
October 25, 2018
McKee 282; 4:00-5:30 PM**

Present: Brian Rose, Jason Robinson, Scott Franklin, Donna Goodwin, Charlie Warren, Maggie Berg (via Skype), Courtney Luce, Jennifer Krause, Jaimie McMullen, Collin Brooks, Wes Tuttle, Teresa Higgins (via Skype), Val Middleton and Stan Trembach

Absent: Kim Creasy (proxy to Jennifer Krause), Ginny Huang, Kim Mahovsky (proxy to Maggie Berg), Jackie Davis (proxy to Jason Robinson)

Guests: Fritz Fischer, Jeri Kraver and Mark Montemayor

I. Welcome: Brian Rose, Chair

II. Curriculum review

- MAT EED – English Education.
 - i. Jeri explained to the council that due to cost difference for students they moved Psy 540 back to elective courses and moved Psy 500 to a required course. There were no other changes to the curriculum.
 - ii. Val motioned to approve. Courtney seconded. All in favor. Curriculum approved.
- Secondary Education, History Emphasis.
 - i. Fritz explained to the council that they were finally staffed to be able to offer a 100 level World History course to students in the program. They have wanted this for years, but are just now getting the faculty to fill it.
 - ii. They also added a library research methods course, which will be taught by library faculty on how to research historical topics.
 - iii. The changes required them to remove the additional history methods course they have, which is becoming redundant with their other SS methods course being taught, so no loss of content for the students. The other SS methods course syllabi was adjusted and now incorporates historical data, which it did not before.
 - iv. Jaimie motioned to approve. Val seconded. All in favor. Curriculum approved.

III. Approval of 9.27.18 Minutes

- Theresa motioned to approve. Val seconded. All in favor. Minutes approved.

IV. New Business:

- Election of vice-chair.
 - There was discussion about the election of the vice chair, who would serve as the PEC representative at Faculty Senate in the chair's absence.
 - Donna asked if the person would have to attend every Faculty Senate meeting.
 - It was suggested that perhaps a designated member of PEC could represent if the vice chair is unable.
 - Courtney nominated Donna to serve as vice chair, then chair next academic year.
 - It was determined that the Faculty Senate meets on the 2nd and 4th Monday of each month and if the vice chair is unable to attend, they can designate another voting member of PEC to attend in their absence.
 - Courtney motioned to approve Donna as vice chair. Jason seconded. All in favor. Donna voted in as new vice chair, who will then serve as the chair next academic year.
- Brian took a minute for the new members to discuss the layout of the agenda. The reports from membership is for our advisory members to speak on any matters they deem informative for the council. The other items from membership is a place where items that did not make the agenda, can be brought up.

V. Old Business:

- Bylaws purpose and goals:
 - At the last meeting, the members were asked to review the by-laws and bring to the next meeting any areas that they would like to discuss, need clarification on or think should be revised or removed. Brian gave everyone a few minutes to review the by-laws again and discuss in small groups.
 - After discussion the council provided the following feedback:
 - Maggie asked: in Article II, Section 2, Item C – whom are we recommending policies to on professional development? Individuals or units?
 - In addition, if you want the professional development that PEC recommends, who pays for it?
 - Brian said that perhaps we could check historically to see how this section has been handled in the past.
 - Courtney asked: in Article II, Section 2, Items A & D – how is this done? The Secondary (STEP) program has re-designed these courses without input from PTEP (STE) and no approval through PEC.
 - Brian states this kind of goes with Item E of the same section, which gives PEC a little more room to enforce decisions because this section states we “ensure that all teacher education programs

comply with all applicable rules and standards including professional teacher education accreditation standards.” This area gives a little more freedom to not just make a recommendation.

- Brian suggested that maybe we use discussion to develop policy/recommendations. According to the bylaws, changes require 10% of TEF or 4 members of PEC to approve.
- Brian stated further: in Article II, Section 2, Item E – perhaps we could use the matrices currently created for the reauthorization to help maintain, if as this item states, we must ensure it is actually being met. Programs would be required to provide “updates” for their matrices if they change a course or program.
- Donna asked: in Article III, Section 2, Subsection a – not all K-12 areas are represented. Dance, Theatre and Modern Language are not. Do we increase membership or find a new way for them to be representative. We should ensure representation of all education areas.
 - Charlie asked does this mean we look at all licensure areas and some vote and some are advisory.
- Colin asked: in Article III, Section 3, Subsection A – how do we identify the role/duty of non-voting members. For example student representatives and school representatives, what is their role?
- Cheryl asked: in Article IV, Section 2 – should this be updated? It currently states that the vice chair is elected at the first meeting in April each year, but we did not do that.
 - Courtney mentioned that we did not do so last year because we did not have new membership names yet.
- Colin asked: in Article III, Section 3, Subsection A, item iii – this states that advisory members are appointed by the CEBS Dean. Should we change this, as it has not been past practice?
- Brian stated that this information would be put together and brought to our next meeting.
- Mark asked: is there a means to remedy if an area is not represented? Could Article III, Section 2, subsection c, be re-worded and take out “during the term”?
- Other items:
 - Charlie Warren: at the last meeting I notified the membership that the graduate level Degree Works does not show completion of checkpoint courses because 100-level courses do not show up for graduate students. The undergraduate students see the course or a checkbox for the new canvas shell in Degree Works. Laura Hulseley told Charlie that if programs want to reach out to her and ask for these checkboxes for their graduate students she would add them. The CEBS Dean’s office is asking if PEC could make a recommendation for all programs to have the checkboxes added to Degree Works. Without these checkboxes, graduate students cannot see if they have completed the necessary steps.
 - It was asked if this would be a catalog change and Charlie said “no”.

- The reason it is not automatically added as they did with undergraduates is that it is not a degree requirement, just a program requirement.
- The CEBS Dean's office is asking if PEC would like to ask Laura Hulsey/Graduate School, on behalf of our representative programs for the checkboxes.
 - This is only for programs that lead to teacher licensure
 - Brian asked: what is the timeline? The change could be done at any time.
 - Charlie asked if PEC would want to be the collective voice for this request.
 - Courtney asked: is not this needed. Charlie said yes it is.
 - Jennifer asked: if undergraduate Degree Works is already doing it, then does it not make sense to have it for graduate as well.
 - Theresa stated: PEC should not make this request without acknowledgement from all programs that they agree. Our chair could create a committee to determine how to proceed.
 - Maggie stated: since it is required, this becomes transparent and I am okay with it.
 - Jennifer asked: could we send informative message to programs asking if they don't want it to let us know?
 - Courtney asked: if it is a requirement why should we have to ask?
 - Brian asked: What can PEC do? What does PEC get to do?
- It was agreed to table this until the November meeting.
 - Brian will convene a committee and will think more and ask again in November.

VI. Reports:

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- Wes was asked if he had anything to share, he stated he did not.
- Scott was asked if he had anything to share, he stated he did not.
- Colin was asked if he had anything to share, he stated he did not.
- Stan was asked if he had anything to share, he stated he did not.

VII. PEC Vacancies:

- Brian asked membership to identify candidates for nomination for open vacancies.

Val moved to adjourn, Courtney seconded. All in favor.

Meeting adjourned

Minutes submitted by Cheryl Sparks