

Template for minutes:

Program Name Advisory Board Meeting Minutes

Day of week, Monday, Day, Year

Members present: names and role/position

Absent:

Guests: Jennifer Barrett-Tatum, Terry Rose, Karena Cooper-Duffy, Lee Nickles, Carrie Rogers

Sara Self-Maddox: Director of EC & AIG, Chatham Co. Schools; sself@chatham.k12.nc.us

Laura Dills, Jackson County Public Schools, Executive Director of Fed Programs and Elementary Education (Alumni), ldills@jcpsmail.org

Maria Stiles, Cullowhee Valley 1st Grade Teacher, mstiles@jcpsmail.org

Brooke Keener, Macon County Schools, Director of Exceptional Children, PreK and AIG (Alumni and current Ed.D. student), brooke.keener@macon.k12.nc.us

Minutes: Motion and second to approve minutes

1. Welcome and Introductions
 - a. Welcome from Karena
 - b. Introductions
 - c. Advisory Board Purpose: Asking for feedback from MAED program to improve. Meeting new CAEP requirements and this involves collaborating with school partners.
 - d. Announcements
 - i. 5k for Sara Self-Maddox's school system
 - ii. Wrapping up end of year and preparation for next year (Laura)
 - iii. "We Shine" curriculum night for families for Maria's school
2. Old Business/Updates/Status of tasks
 - a. Terry updated the group on SLO's and rates
3. Current Program Status
 - a. Summary of program data: Terry review continuous improvement plan and data Review
 - i. Leadership-80% target; above 80 from all
 - ii. Diversity-80%; above from all
 - iii. Research-80%; above all but summer; summer fell to 69%
 - b. Summary of other kinds of status review: CAEP standards and feedback
 - c. Summary of board feedback (**topics of feedback are in NEW BUSINESS**)
 - i. SLO Data Feedback: Summer is hard to get in touch with administration when you can't get a hold of people and be a teacher leader when admin and other teachers are not in school (more difficult). Summer has less opportunity to lead in a learning community when the community is not together.
 - ii. PROGRAM REQS

1. Having certain letter of recommendation requirements (ex. From admin/employer/supervisor, peers/colleague, families, former instructors)
2. Ask them to identify whether the NBTC to support that within the program

iii. FIELD EXPERIENCES

1. EDCI 616 Summer-there are many people who are paid to work throughout the summer other than admin who can help; there are also many teachers who work at the school across the summer who might be willing to contribute or participate. We need to let the students know who is available; partners tell WCU instructors

iv. CLINICAL EXPERIENCE

1. WCU Proposing to add: 3.0 GPA, completion of prereqs, and disposition completion
2. Feedback: Don't know how to communicate with families, plan IEP/hold IEP, run meetings, compliance, having prior written notices to families, how do I format the data that I've collected, logistics of how you manage the classroom to make differentiation and individualization happen; **this is the area of struggle**
3. **ELMG 697** feedback: Have examples of research and end goal in advance. Show examples up front to help backwards map and have this consistent across all instructors that they both have it available and explain the examples/talk about them for the class
4. **SPED 687** feedback: This is an excellent example of a place to have them learn how to complete paper work, understand state and district compliance, write the letters to families giving prior notice, redacting student information. Can gather evidence from administration that says "check box: they did this item and they did it quality" for clinical data. Look at IEP and how it is written, see how research can help support the goals (EDCI 616 or Leadership b/c this has both ELMG and SPED). How in gen edu to you implement these items from IEP? How do you communicate with staff. SPED needing to talk to ELMG: Where are the learning goal? What is the end trajectory? Don't write to a script, write to their true goals/access.
5. **What else do they need to have before they leave program?**
 - a. NBTC is a great idea! Teachers need this to help survive/climate
 - b. Anything we can do to help retain teachers and support higher pay would be highly beneficial

4. New Business Items

- a. NBTC:
 - i. Helpful for teachers b/c of no cohort (rural) and need help/support
 - ii. Would help with retention b/c of pay raise

- iii. Overlap that could help from classes to NB; create the bridge b/w the two
 - iv. Recruit method appeal
 - v. NB lifted requirement of lifting 3 years experience; can do it earlier than 3 years out so you can do masters right away AND get NBTC
 - vi. Field and Clinical Experiences
 - b. Lee Nickles led a discussion of EDCI 616 validation; participants completed feedback survey
 - c. Completed a program survey for Employers and Graduates
5. Follow up Tasks
- a. Karena and Jennifer meet to discuss CAEP
 - b. NBCT committee in August; begin making list of those to invite
 - c. Advisory feedback to be used in CIR in May
 - d. Advisory feedback will be used to create new clinical experience process
 - e. Advisory feedback will be shared with Graduate Counsel

The meeting adjourned at _5:05 p.m._ time