

**Professional Education Advisory Board Meeting: Teacher Certification Program**

October, 4, 2018: 10:30 am – 12:30 pm

Room TPS 110

**Meeting Minutes**

Attending: Diane Fitzgerald, Amy Lynn, Carrie Suchy, Claudine Thompson, Alexa Zarelli, Keshia Korman, Cindy Valerio

**1. Welcome**

**2. Introductions**

**3. Updates**

- New website – marketing/recruitment – just freshly updated with a marketing/recruiting lens
- New faculty hires – shared the 4 new positions and highlighted the Now Hiring menu option so they can see a summary of all 4 positions with links to how to apply
- Diversity Plan – K. Korman provided a hard copy of the complete SOE Equity Action Plan as well as the SOE Equity Action Plan Key Themes. Shared information about STI/In-Time Immemorial workshops that occurred in Sept.
  - SOE Equity Action Plan Key Themes Document: There was a question about the Racial Equity Taskforce under section #3– is that in place now or will be soon?
  - SOE Equity Action Plan Key Themes Document: There was a question about the Stepped Mentorship Model under section #2 – explain more what this is.
- 4. There was a question about the status on the BA in Educational Studies. C. Valerio informed the group that we are starting the financial analysis this fall to submit to the campus by late winter/early spring. Hoping for a fall 2020 launch but more likely to be fall 2021
- 5. **Review of Minutes/Approval:** The May 2018 minutes were not located in time to bring to this meeting so will bring to next TCP PEAB mtg once located.
- 6. **Data from Program (edTPA and demographics)**
  - Keshia shared some data from the 2017-2018 data but we will share the current year numbers and demographic information soon. Also shared edTPA data (2015-2018)
  - **Action:** provide the current year TCP student numbers and demographic data at the next meeting in January
- 7. **Feedback from the Spring TCP candidates – Expand to include mentors?**
  - There was discussion to include the mentor teachers during the spring exit interview process
  - We do have the notes from the interviews and we will have someone type up the notes and then synthesize themes. Keshia shared some general themes she identified from the notes she read.
    - **Action:** We will synthesize the interview notes and summarize the key areas of concerns to discuss during the January meeting (send 1-2 weeks in advance).
  - There was a question about the handbooks and updates needed – what is the status? They received a summer reading assignment from E. Vargas that included lesson plans and handbook copies. There was a question of what the PEAB members can do to help on the handbooks. K. Korman indicated that she has several edits to make now and maybe consolidate into one handbook.
    - **Action:** Provide the PEAB members the latest revised handbook (in whatever status it is in at that time) just before the January TCP PEAB mtg.

8. **PEAB standards activity** – discussed the standards and discussed accountability (SOE website, recruiting, equity action plan, etc.)
9. **Feedback and focus for the year**
  - **Action:** Cindy to look into the budget and PEAB mtg and whether lunch is provided going forward
10. **Closing remarks/survey**
  - Next meeting is January 17<sup>th</sup> 2019. Spring meeting is March 14<sup>th</sup>, 2019 and May is TBD.