



Council for Teacher Education

December 15, 2022 12:00-3:00 pm

lunch @11:30am

Granite State College – 25 Hall Street, Concord

Zoom Link:

<https://us02web.zoom.us/j/84745491981?pwd=ZTBPWmJ2SHJjanVNOHN2YjJ2dDk4dz09>

- I. Welcome, Call to Order, and Introductions
 - A. Approve November meeting minutes

- II. CTE Committees:
 - A. Below is the list from 2021-2022 year.
 1. CAEP Agreement
 2. CTE Handbook (2015)
 - a) Kathryn McCurdy, Joan Swanson, Laura Stoneking
 3. ED 602-606 Rules
 - a) Chris Ward, Kelli Moore-Dunn, Laura Wasielewski
 4. Title XV Education 190:1 – 190:7 (legislative rules- 1951)
 5. PSB updates

- III. Program Reviews: (Existing and New Program requests)
 - A. Review the 2022-2023 Program Approval Schedule and Progress Report schedule

- IV. Program Reviews: (Progress Reports, Approval Reports, National Accreditation Reports)
 - A. Keene State College: CAEP Report
 1. Present the CAEP findings: Kathryn McCurdy and Brian Walker
 2. Reactors: Mike Fournier and Joan Swanson
 3. Keene State Response
 4. CTE Questions/Comments
 5. Vote/Recommendations to the NH SBE

- V. Substantive Change Requests
 - A. Rivier University: Licensure Program Request





VI. Administrative Rules Update (602-606)

- A. Review the 602 rules and vote: [Full Proposed Change to Ed 602 PROCEDURES FOR A...](#)
- B. Ed 603-606 Rules: There will be sent at a later date.

VII. NH DOE Updates

- A. Bureau of Higher ED
 - 1. Criminal Records History Check Process
 - a) Questions from IHEs
 - 1. Clarification on the 3-year rule
 - 2. Any challenges that have surfaced since implementation?
 - b) Rules for Sub committees
- B. Bureau of Credentialing
 - Clarification on the new EIS system:
 - a. Clarification on the new EIS system:
 - i. Review how this works for recommending candidates for licensure
 - ii. How/when to input new candidates
- C. NH State Board of Education Updates

VIII. Guest Speakers: National Collaborative for Digital Equity

10 minutes *“to ask the CTE if we (NCDE and Charlie French at UNH) could schedule a 75 minute Zoom “focus group” with interested prep program leaders on their desires for how NH’s several million dollars in federal digital equity funding for economic and educational opportunity over the next 4+ years should be used to support prep programs.”*



New Hampshire Department of Education
Council for Teacher Education
Substantive Change Report

Changes in preparation programs are ordinarily addressed in the annual report. IHEs are encouraged to undertake programmatic changes in response to state priorities, institutional innovation, and/or program improvement needs based on assessment data.

A PEPP shall report to the department and the NHCTE any substantive changes that have the potential to significantly affect the ability of the PEPP to ensure that candidates can successfully meet the certification standards for which the PEPP is designed. (Ed. 602.14(b)) The IHE shall inform the department and NHCTE of substantive program changes during the term of approval in writing by submitting a Substantive Change Report to the department using one or more of the following criteria (Ed. 602.14(c)):

- Changes in the PEPP’s delivery system to primarily on-line delivery;**
 - Examples including but not limited to face-to-face delivery changed to hybrid or online delivery, changes in legal status, form of control, or ownership of the IHE, establishing a new location – i.e. branch location, etc.
- Changes beyond those indicated by the assessment system for continuous improvement;**
 - Examples including but not limited to change in program of study at degree or licensure level different from current approval, adding a degree level, change of legal status, form of control or merge, ownership or governance changes of the IHE, etc.
- Elimination of a PEPP**
 - Examples including but not limited to teach out, phase out, elimination, on hold, etc.

Substantive change requests are warranted when changes, modifications or an expansion of the IHE’s/PEPPs scope has the potential to impact candidates and/or licensure requirements.

CONTACT INFORMATION:

Institution: _____ **Street Address:** _____

Name of Contact: _____ **City/State:** _____
Coordinator/Title: _____ **Zip Code:** _____
Email address: _____ **Telephone:** _____

Is the change at the (check either or both): ___ at the unit level and/or ___ at the program level(s)

If at the program level, indicate which program(s):

Ed. Rule(s)	Program(s)	Approved Level(s)**	SBE Approval Date(s)	Current Expiry	Approval Status
Example: Ed 612.03	Early Childhood Education	BA, M.ED,	12/2019	12/30/2026	Full

**Approved Levels: BA BS BM M.ED. MAT Ed.S. Post Bac CAGS PhD Licensure

Complete the following questions below and/or attach documentation that addresses the below information (1-5).

1. Please describe the substantive change request:

2. What aspects of the substantive change may affect the capacity of the unit and/or program(s) to ensure that candidates successfully meet standards for educational licensure?

3. Explain the rationale for the change.

4. What steps have been taken or are planned to ensure that the change will not adversely affect the capacity to ensure that candidates successfully meet standards for educational licensure?
Attach a transition plan if phasing out/ending a program including anticipated end date of last program completer.

5. In the institution's estimation, is the substantive change that is envisioned sufficiently significant that the changes affect the terms or conditions of the current approval of the program because the current approval would no longer be applicable to the revised program? yes no not sure

additional documentation included to support substantive change(s)

****If the NHDOE and NHCTE determine that the substantive changes affect the terms or conditions of the current approval of the program(s), the NHDOE shall require the submission of a detailed report on how the changes impact candidate preparedness for professional practice which shall result in a recommendation to the NH State Board of Education (Ed. 602.14(d)).****

Return the completed form to Laura.Stoneking@doe.nh.gov or mail to the New Hampshire Department of Education, Bureau of Educator Preparation & Higher Education, 101 Pleasant Street, Concord, NH, 03301. Questions, contact the Bureau of Educator Preparation & Higher Education at 603.271.4196.

Ed 602.14 Substantive Program Changes during the Approval Period.

- (a) Technical assistance in making a determination of substantive change shall be available to the institution through the department or the NHCTE.
- (b) A PEPP shall report to the department and the NHCTE any substantive changes that have the potential to significantly affect the ability of the PEPP to ensure that candidates can successfully meet the certification standards for which the PEPP is designed.
- (c) An institution shall inform the department and NHCTE of substantive program changes during the term of approval in writing by submitting a Substantive Change Report to the department using one or more of the following criteria:
 - (1) Changes in the PEPP's face-to-face delivery system to primarily on-line delivery;
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 - (3) Elimination of a PEPP.
- (d) If the department and NHCTE determine that the changes affect the terms or conditions of the original approval of the program because the original approval is no longer applicable to the revised program, the department shall require the submission of a detailed report on how the changes impact candidate preparedness for professional practice which shall result in one of the following:
 - (1) Retain approval through the existing expiration date; or
 - (2) Use the process for PEPP approval under Option 1, 2 or 3.

Date Received by NHDOE:

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Standard Operating Procedure

Transcript Review for Applicants Seeking Only Licensure

Requirements

Prospective students seeking a pathway to obtain a license in an existing education program of study in the Division of Education and Counseling, Professional Educator Preparation Program (PEPP) at Rivier University must have a Master's Degree. A second master's degree is not earned by students in the licensure only pathway.

Student Population

- Frequently these requests are from students who have completed a master's degree in an existing program within the Division of Education and Counseling.
- A limited number of students have completed a program of study in an educator preparation program at another institution and hold a master's degree.
- In some cases, a program has been completed in an educator preparation program for a bachelor's degree. For example, in the case of an educator who was licensed in Elementary Education at the bachelor's degree level, a licensed teacher may have completed a master's degree in Curriculum and Instruction.

Review of Performance

The Program Director of Education reviews each **student's** transcript, catalog course descriptions, and syllabi to determine the applicable courses in the selected program that have been completed and the courses that need to be completed to obtain licensure in the State of New Hampshire. Both sets of courses are compared to the existing program of study in the Division's PEPP programs approved by the NHDOE. The transcript review process ensures that all program requirements are met for the licensure.

The Program Director then seeks approval from the Dean, Division of Education and Counseling for enrolling the student in the outstanding courses required courses for licensure.

When the student has completed the additional required courses for licensure the Program Director of Education and Certification Officer review the additional courses and the completed courses identified in the original master's degree to ensure all requirements are met. The Program Director and Dean then sign the completed program of study for the licensure only pathway.

This review process is an effective and efficient means to help students obtain a license outside of completing a program and awarding of an additional degree.