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**Council for Teacher Education
Minutes of the September 17, 2020 Meeting**

A meeting for the Council for Teacher Education was held at 12:03 p.m. on Thursday, September 17, 2020. Due to the COVID-19 state of emergency, the meeting was held telephonically:

Chris Ward, Co-Chair, Graduate Studies Coordinator, Upper Valley Educators Institute
Kelly Moore Dunn, Co-Chair, Director of Teacher Education, NHTI Concord
Laura Stoneking, Administrator, Bureau of Educator Support and Higher Education
Brian Walker, Coordinator for Clinical Experiences at Plymouth State University
Bryan Belanger, Southern New Hampshire University
Nick Marks, Granite State College
Diane Monico, Program Director of Education Programs, Rivier University
Kenneth Darsney, Franklin Middle School
Laura Wasielewski, Saint Anselm College
Suzanne Canali-Woodcock, New England College (NEC)
Tom Julius, Antioch University New England
Joan Swanson, Franklin Pierce University
Tanya Sturtz, Designee, Keene State College
Kathryn McCurdy, Designee, University of New Hampshire

The following were unable to attend:

Michael Fournier, Superintendent, Bedford School District
Nicole Lemire, Pinkerton Academy
Bonnie Painchaud, Merrimack, Reeds Ferry Elementary School
Nicole Heimarck, NH Alliance for College and Career Readiness
Steve Appleby, NH Department of Education
Amanda Phelps, NH Department of Education

Meeting participation also included:

Kimberly Wilson, Bureau of Credentialing, Department of Education

CALL TO ORDER & MEMBERSHIP

The regular meeting of the Council for Teacher Education was convened at 12:03 p.m. Chris Ward presided as Chairman. Per Governor's emergency orders, the meeting is being held by video conference.

CTE Membership Vote:

Chair Ward asked if there are any questions or discussion needed before the vote.

- Joan Swanson

VOTE: By unanimous vote of the four ex officio members (Laura Stoneking, Kathryn McCurdy, Tanya Sturtz, and Brian Walker), Joan Swanson (Franklin Pierce) was inducted as a new member of the CTE.

- Jamie Malhoit

Discussion regarding if the candidate has had the opportunity to participate in a program approval review. Laura Stoneking noted that CTE was looking for a member with special education expertise who is in the field and active with current pedagogy.

VOTE: By unanimous vote of the four ex officio members (Laura Stoneking, Kathryn McCurdy, Tanya Sturtz, and Brian Walker), Jamie Malhoit, Special Education Administrator, was inducted as a new member of the CTE.

Membership Change

Chairman Ward explained that this item concerns not a new member entering the CTE, but rather an institution changing status from an open member to a member by statute in the Private Institution role.

Brian Walker added that this Private Institution position has been with Franklin Pierce University for quite some time now. The four ex officio members reviewed three excellent applicants for the slot. In order to break the three-way tie among the candidates, the ex officio members decided to nominate the longest-standing member of the CTE, Laura Wasielewski of Saint Anselm College, to serve as representative for the Private Institutions for a three-year term. Laura Stoneking noted that each of the three applicants brought a unique perspective and that seniority was the best way to make the decision.

Discussion regarding Laura Wasielewski's institutional knowledge of policy, best practice, and overall wisdom took place.

MOTION: Brian Walker made the following motion, seconded by Laura Stoneking, that Laura Wasielewski serve as representative for the Private Institutions.

VOTE: By unanimous vote of the four ex officio members (Laura Stoneking, Kathryn McCurdy, Tanya Sturtz, and Brian Walker), Laura Wasielewski was appointed Private Educational Institutional representative.

Review of Agenda

Chairman Ward went over the agenda and noted that, going forward, time will be left for committees to report out and take questions during CTE meetings, something which had not happened last year.

Tom Julius noted the revised appearance of the agenda, including hotlinks, and asked whether this would be the new format going forward. Laura Stoneking said that, going forward, the hope was to look at systems for applying, documenting, tracking, and recommending education preparation programs. She is currently networking with other states in the same space and expects a new system to come out in a year or two.

OPEN (OLD) BUSINESS

Approve Prior CTE Minutes

Chair Chris Ward asks for a motion to approve the minutes for June 18, 2020.

MOTION: Tom Julius made the following motion, seconded by Diane Monico, that the minutes be approved with corrections.

VOTE: The motion was approved by roll-call vote by Council for Teacher Education members Laura Stoneking, Brian Walker, Bryan Belanger, Suzanne Canali-Woodcock, Kenneth Darsney, Nick Marks, Diane Monico, Kelly Moore Dunn, Tom Julius, Chris Ward, and Laura Wasielewski, with Kathryn McCurdy, Tanya Sturtz, and Joan Swanson abstaining due to their absence at the previous meeting.

State Board of Education Updates

Laura Stoneking provided an update on the State Board's relevant summer activity:

- Two new programs for Upper Valley Ed, reading-writing specialist and reading-writing teacher, were reviewed by Brian Walker and Judy Khan from SAU 24; both were approved by the Board.

- UNH requested to add to add baccalaureate-level programs to their theater and dance education preparation programs.
- NEC was unable to meet in person with the Board due to COVID-19, but they presented the fall review to the State Board, which gave conditional two-year approval for all NEC education preparation programs.
- Saint Anselm submitted a substantive change to extend the extension date for their new program to align with that of all their remaining programs. This will allow for one review team to complete the reviews at the same time.

Chairman Ward noted that because of the approval Laura Stoneking mentioned, there are now three candidates in the reading and writing specialist program this fall.

UNH

Elizabeth Arcieri, Coordinator of Certification and Accreditation at the University of New Hampshire, and Joe Onosko, UNH Division Director of Educator Prep, were present.

Laura Wasielewski discussed the Priority Progress Report submitted on August 3, 2020, by UNH as a condition of their Fall 2019 approval review and decision. The report was intended to serve as an update on what UNH has accomplished since the February 13 State Board meeting concerning the October 21 to 23 program review visit. Nick Marks and Laura Wasielewski met earlier in September to craft a unified response. They found the report thorough and cohesive, providing documentation and narratives at the EPP level that substantially responded to the recommendations from the 2019 review that required responsive action.

Laura Wasielewski addressed the school principal and special education administrator programs. They recommend accepting the progress report but continuing the conditional approval. What was submitted represents sufficient progress to date; however, the institution has been unable to move forward due to circumstances beyond their control.

Nick Marks addressed the remaining three programs (general special education, early childhood special education, music education). He noted that there were specific unmet standards that were addressed directly through course revisions, as reflected in the progress reports provided by UNH. The information submitted in the progress reports demonstrated sufficient progress. Laura Wasielewski stated that full approval is recommended for those three programs.

Laura Stoneking asked whether the full approval being recommended for three of the programs is aligned with the 8/30/2027 expiration. Nick Marks replied yes. Laura Stoneking asked whether the two programs continuing with conditional approval maintain the 8/30/2022 date; Laura Wasielewski replied yes.

Bryan Walker noted that he would be co-chairing the review in the fall and asked if it would be appropriate for him to vote; Chairman Ward believed that it would.

MOTION: Laura Wasielewski made the following motion, seconded by Suzanne Canali-Woodcock, that the Council for Teacher Education accept the progress reports for Ed 614.04, school principal program, and Ed 615-15, special education administrator program, and that the programs continue with conditional approval through August 2022.

VOTE: The motion was approved by roll-call vote by Council for Teacher Education members Laura Stoneking, Tanya Sturtz, Brian Walker, Bryan Belanger, Suzanne Canali-Woodcock, Kenneth Darsney, Nick Marks, Diane Monico, Kelly Moore Dunn, Joan Swanson, Tom Julius, Chris Ward, and Laura Wasielewski, with Kathryn McCurdy, being a member from UNH, abstaining.

MOTION: Nick Marks made the following motion, seconded by Bryan Belanger, that the Council for Teacher Education accept the UNH progress reports for the general special education, early childhood special education, and music education programs and grant full approval until 2027.

VOTE: The motion was approved by roll-call vote by Council for Teacher Education members Laura Stoneking, Tanya Sturtz, Brian Walker, Bryan Belanger, Suzanne Canali-Woodcock, Kenneth Darsney, Nick Marks, Diane Monico, Kelly Moore Dunn, Joan Swanson, Tom Julius, Chris Ward, and Laura Wasielewski, with Kathryn McCurdy, being a member from UNH, abstaining.

Saint Anselm

Laura Stoneking provided an update on Saint Anselm. When Keene State was in the process of transitioning its ex officio designee, Steve Bigaj requested to remain as co-chair for the Saint Anselm review.

Annual Reports Due September 30, 2020

Chairman Ward reminded everyone of the due date for annual reports. After the reports are submitted, a significant portion of a meeting will be dedicated to reviewing the reports and providing feedback.

NEW BUSINESS

IHE/PEPP Requests (substantive change, review requests, et cetera)

Laura Stoneking noted that there is a newly created substantive change request form intended to improve clarity and efficiency; specifically, it is primarily comprised of dropdown items which populate automatically. It has been rolled out on the Bureau of Educator Preparation page on the website.

Other

Discussion regarding Title II reporting and possible changes to the ESOL code 0607 in EIS took place.

(Break until 1:17 p.m.)

NHDOE UPDATES

2020-2021 Program Book

Laura Stoneking indicated that the Program Book has been published and is on the website. It has been updated and is now entirely based on official State Board decisions. It can be updated at any time, so any conditional programs that move to full can be adjusted in the document. Looking forward to next year's Program Book, they will need to more precisely classify any programs that say post-baccalaureate to indicate whether it is, e.g., a second bachelor's degree, a master's degree, a doctorate, et cetera. Laura Stoneking recommended thinking about the post-baccalaureate from the EIS perspective when making those changes. They will also need to ensure they are current on what a particular endorsement or license is called.

Discussion regarding conversion programs took place. Laura Stoneking informed the group that there is no such thing as conversion. Laura Stoneking explained that it ultimately boils down to whether the student will walk away with a license only or both a degree and a license.

IPLA

Per Laura Stoneking, Fall 2020 NHDOE updates have been sent out. They are trying to do a better job delineating between Education Preparation and Bureau of Credentialing. Saint Anselm, Plymouth State, and Granite State have completed the DOE annual report thus far. The DOE has decided to widen the submission window, since some like to submit at the end of the semester, and some prefer to submit at the beginning of the following semester. It has been moved from SurveyMonkey into Google Docs.

Title II annual state report is in progress. Because there were some changes to how reporting was done this year, some information did not roll over from the IRPC. Laura Stoneking will reach out directly to any affected institutions.

Some interesting licensure case scenarios came up this summer. The DOE is strongly encouraging all New Hampshire institutions to note on transcripts that a program is a

state-approved educator preparation program, as well as whether it is nationally accredited.

Jenn Appleby has created State Board timelines for each education preparation institution. Laura Stoneking will email the appropriate timeline out to each institution for review.

Laura Stoneking asked members to be thinking about zero-enrollment PEPPs, considering questions such as how long zero-enrollment PEPPs should be kept on the roster. Each institution approaches EIS recommendations differently, but the goal is to determine when the recommendation is made versus not made, and what additional requirements above the 600s are being asked of candidates. For example, should a recommendation be made if they don't have content testing, or should a recommendation be made if they do have content testing but do not have experience?

Discussion took place regarding IPLA (In Process of Licensure) and the Ed 600 rules that allow institutions to consider a candidate a completer if they have completed the program, their BASA, their fingerprinting, and any experience requirements.

BOC Licensure Recommendations

Bill Ross updated the Council that the new administrative rules (Ed 500) will be in effect as of October 05, 2020. A program completer must now be recommended within three years of completing the program. If the candidate has not completed licensure requirements within three years of the recommendation, they are no longer considered a completer and must pursue another licensure through another avenue. The rule was added to address egregious cases, such as a candidate who had completed a program in 1988, was never licensed in any state, but recently requested a credential as a program completer. Further, for institutions that have many out-of-state students, there will not be an impact if the students get licensed in their home state. That would be a reciprocity question, not an approved program question.

Discussion regarding institutions recommending candidates immediately, rather than waiting for them to pass the Praxis 2 took place. Laura Stoneking indicated that this issue is up for discussion at a later date because some institutions require content testing before the recommendation and some do not. It is not a requirement under Ed 600 that students must complete testing in order to be considered a completer.

Laura Stoneking stated that students will be required to have an Educator Information System (EIS) account set up and that they will need to upload their transcripts. Further, Bill Ross intends there to be a total overhaul of the certification officer interface to EIS. He is planning a Zoom meeting involving certification officers at which he will solicit feedback and ideas about the system and how to improve the interface.

Updated Forms

Laura Stoneking noted the updates to the substantive change form, asking members to notify them of any glitches or errors. The PEPP Program Book was also updated. Next on the agenda for updating are reviewer applications, with the goal of making them more efficient and eliminating glitches for MacBook users. She has a completed document of all PEPPs listed by endorsement, which will hopefully be rolled out into some sort of publication that will be shared at all education preparation programs throughout the state.

Matrices

Some rules were updated, but the matrices were not, so Laura Stoneking has been working on both wording and formatting in the matrices. The matrices are also being moved from PDF into Word format to allow for fillable forms. Bureau of Credentialing is completing oversight of the Bureau of Educator Support's website changes, and the date the document was updated will now be included in the titles.

Laura Wasielewski asked about revision of 609s and 610s (professional education and general education standards). Professional Standards Board (PSB) Chair, Cynthia Lucero replied that a draft for (Ed 505.07 & Ed 610.02) professional education is going to the PSB for approval in the October meeting. Bill Ross noted that the 609s were reviewed, but he doesn't believe any changes were made. The professional education standards were mostly rearranged rather than dramatically changed, and there has been a degree of added emphasis on nonstandard learning environments.

Discussion took place regarding the next steps in the approval procedure and when the professional education standards will be sent to the State Board of Education.

Ed Prep

Laura Stoneking reported that UNH is fully staffed with reviewers. Replacements have been found for the two reviewers who withdrew. Reviewers have been confirmed for all but elementary education. Granite State was rescheduled, but some reviews have been submitted already.

Bill Ross reviewed credentialing issues that have arisen. Credentials will now be called a license rather than a certificate. Among other changes to the 500s rules is a restructuring of the pathway to credential in an attempt to align things more logically. In addition to the pathway changes, corresponding changes in language will be happening. They will be migrating away from the Alt 1, 4, and 5 language. There will now be three main tracks to licensure. Alt 1 will remain unchanged, other than the terminology. Out-of-state and in-state education preparation programs are being combined into a single pathway, called "approved education preparation program." Alt 3 processes will continue to exist, but ABCTE will no longer be a direct pathway to licensure. ABCTE may now be an entry into the Alt 4 process, by which candidates will

get a statement of eligibility rather than a license. Candidates licensed in another state through an alternative pathway (formerly Alt 2) will now fall under Alt 3 processes. All four of these processes will be considered demonstrated competencies. Alt 4 and Alt 5 will now be called site-based licensing plan. This category is essentially an on-the-job training program.

Bill Ross then provided a big-picture summary of the major changes. The three pathways going forward will be: complete an approved program, demonstrate competencies, and go through a site-based process to become licensed. With the exception of ABCTE, everything that had existed before will continue to exist. No new pathways have been added other than adding a new entry point to the Alt process for a new endorsement. Previously, if there were a new endorsement, and no IHEs have a program, there was virtually no way to become licensed. Under the new system, the entry point for a new endorsement will be available for five years after the establishment of a new endorsement to give schools time to develop corresponding programs.

Transcripts Required for Approved Preparation Program Completers

Laura Stoneking noted that one of the major loopholes posing a problem in both education preparation and credentialing is the lack of documentation, as required by the Ed 500s for candidates applying for licensure. Thus, candidates, as part of their application, will need to upload an official transcript into their EIS account. For these purposes, the DOE considers a transcript with the registrar's signature to be official. Further, the envelope in which the transcript arrives does not have to remain sealed to be considered official, and the transcript can be in digital form as well.

Discussion regarding students having the option to send transcripts directly to the DOE rather than uploading took place.

Experience

Laura Stoneking reported that the DOE encountered some experience snafus in which people who were considered completers applied for a licensure and were found not to have met the experience requirements. This falls under the Ed 600s. As a result, the DOE is asking people to reach out if they have any doubts. Under the rules, experience must be in a licensable position in order to count. For example, if a teacher without a social studies license has years of experience teaching in a private school, that experience does count. On the other hand, tutor or Title I, for instance, are not licensed by the New Hampshire DOE and thus cannot count under experience. Laura Stoneking advises institutions not to rely on candidates' resumes, but rather to get employer verification. An HR letter indicating that the candidate was, for example, a teacher in grades 4, 5, and 6 at X School from 2002 to present would be adequate.

Brian Walker asked if there is a one-page overview laying out the requirements for each position (e.g., a school principal requires X experience, a special ed administrator requires Y experience, et cetera). Bill Ross has created a cheat sheet that includes the

experience requirements and degree requirements for each of the six administrator roles and would be happy to share that document.

Degree

Bill Ross talked about degree requirements for advanced degrees. Some of the Ed. 500s specify that one must have a master's of education for an advanced degree and/or in a related field, as opposed to a very specific degree requirement. The DOE is currently attempting to address such areas in which degree requirements are not adequately clear by putting together an explanation and interpretation document. The hope is that, since the Professional Standards Board (PSB) is in the process of revising the administrator standards, interpretation will no longer be necessary because the rules will be much clearer.

Other

Laura Stoneking addressed advanced endorsements, noting that multiple candidates who have applied for their licensure have neither New Hampshire nor out-of-state licensure and do not have BASA. If candidates in advanced programs do not have an out-of-state license, they will need core to qualify for licensure. She also noted that non-instructional areas (i.e., support personnel) do not require core. Bill Ross added that new Ed 500 rules going into place specify that the BASA is required for teacher credentials. By specifying teacher credential, it excludes administrator credentials. Thus, what Laura Stoneking just said may change next month.

COMMITTEE REPORTS

Professional Standards Board (PSB) Chair Update

Professional Standards Board (PSB) Chair, Cynthia Lucero noted that there is nothing new to report, since PSB last met at the end of June. She also invited interested parties to sit in on revision-of-standards meetings, since the PSB always welcomes as much input as possible. During the revision process, PSB receives input from journals and publications as well as opinions from the field. Chairman Ward noted that Diane Monico has agreed to attend as many meetings as she can as CTE's representative to the PSB. Chairman Ward requested input on the subcommittees of the CTE that they hope to activate this year.

CAEP Agreement

Laura Stoneking noted for members interested in the CAEP subcommittee that CAEP is time-sensitive. The proposal needs to be completed and moved forward by the end of October. Matt Vanover from CAEP has offered to be a part of those conversations.

Discussion took place regarding expectations for when this work will happen. Chairman Ward hoped that the committee could put together goals and questions to be discussed at the next CTE meeting.

CTE Handbook (2015)

Regarding the Program Review Handbook, Chairman Ward indicated that they have an outdated version of the handbook that can serve as a guide. They also have some redline documentation from previously proposed revisions to the admin rules.

Program Review 602 Rules

Chairman Ward indicated that these 602 processes are timelines and procedures that govern program review, so there are existing rules here that can be used as a guide.

603-606 Admin Rules (Standards)

Chairman Ward noted that he was signing up for the admin rules committee.

Other

Chairman Ward noted that there is a meeting schedule at the bottom of the agenda and that PSB meetings are included on this list. He assumes that virtual meetings will be occurring until further notice. Laura Stoneking added that the DOE has room for in-person meetings with adequate distancing, so the Council, if they so choose, could transition to a hybrid model in which members can choose to either come in or stay at home.

Chairman Ward added that a joint meeting with the PSB June 17, 2021.

ADJOURNMENT

MOTION: Brian Walker made a motion, seconded by Susan Canali, to adjourn the meeting at 3:14 p.m.

Next scheduled meeting is for October 15, 2020