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**Council for Teacher Education  
Minutes of the November 17, 2022, Meeting**

**A meeting for the Council for Teacher Education was held at 12:00 p.m. on  
Thursday, November 17, 2022.**

Brian Walker, Co-Chair, Designee, Plymouth State University  
Tanya Sturtz, Designee, Keene State College  
Laura Wasielewski, Saint Anselm College  
Kathryn McCurdy, Designee, University of New Hampshire  
Laura Stoneking, Designee, NH Department of Education  
Kelly Moore Dunn, NHTI Concord's Community  
Susan Dreyer Leon, Antioch University New England  
Nick Marks, Granite State College  
Diane Monico, Co-Chair, Rivier University College  
Shawna D'Amour, Southern New Hampshire University  
Kristine Thibault, New England College  
Joan Swanson, Franklin Pierce University  
Chris Ward, Upper Valley Educators Institute

**The Following were unable to attend:**

Michael Fournier, Superintendent, Bedford School District  
Abigail Blais, Hudson Memorial School

**Meeting Participation also included:**

Kim Wilson, NH Department of Education, Bureau of Credentialing  
Bill Ross, NH Department of Education, Bureau of Credentialing  
Cat Dorfman, NH Department of Education, Bureau of Credentialing  
Chris Schmid, Southern New Hampshire University  
Cynthia Lucero, PSB Representative

## **I. Welcome, Call to Order, and Introductions**

The regular meeting of the Council for Teacher Education was convened at 12:01 p.m. Brian Walker presided as Co-Chair.

### **A. Approve October CTE Minutes**

**Motion:** Brian Walker motioned, seconded by Tanya Sturtz, to approve the minutes of the October meeting as presented.

**Vote:** The motion was approved without dissent by roll call vote.

### **B. Membership Updates**

There were no membership updates.

## **II. CTE Committees**

1. CAEP Agreement
2. CTE Handbook
  - a. Kathryn McCurdy, Joan Swanson, Laura Stoneking
3. 602-606 Rules
  - b. Chris Ward, Kelly Moore Dunn, Laura Wasielewski
4. Title XV Education 190:1-190:7 (legislative rules – 1951)
5. PSB Update

Cynthia Lucero shared that PSB is working on the master teacher license. For comprehensive agriculture educator, they voted to eliminate licensure. It affects a very small number of people and there is a plan for those individuals. PSB approved the recommendation for the ESOL subcommittee work, which will go to the State Board. The PSB continue to work on the Career and Technical Education standards, reading writing specialist standards, elementary math specialist standards, and visual arts teacher standards. Cynthia Lucero has sent out over 100 invitations to people who are licensed as visual arts teachers and only one has confirmed to participate. It will

be via Zoom and participants will get professional development credit. They need more participants.

PSB has been discussing how to include Council for Teacher Education(CTE). They discussed having a stop gap measure for CTE to provide input. She invited CTE members to join PSB subcommittees. They have open positions on the PSB.

### **III. Updates**

#### **A. Annual Report: Due on December 1, 2022**

Brian Walker stated the link to the report was in the meeting agenda. It is due by the end of the day on December 1. Laura Stoneking stated three institutions have already submitted their annual reports.

### **IV. Program Reviews (Existing and New Program requests)**

#### **A. Review of the 2022-2023 Program Approval Schedule and Progress Report Schedule**

1. KSC: CAEP has not provided the final report. The program approval expires February 28, 2023.

SNHU CAEP review will take place in the spring. SNHU has their CAEP site visit in March for initial licensures.

### **V. Program Reports (Progress Reports, Approval Reports, National Accreditation Reports)**

There were no program reports to review.

### **VI. Substantive Change Requests**

There were no substantive change requests.

### **VII. Administrative Rules Update (602-606)**

- #### **A. Review the 602 rules and vote**

Brian Walker shared Laura Wasielewski, Kelly Moore Dunn, and Chris Ward have been working to answer questions from the previous meeting. They looked at processes in neighboring states.

Chris Ward stated one piece they did not look at the outdated fees. Laura Stoneking shared NHED researched fees in adjoining states. Some states have no fees because it's in the general legislature, some states it is not. They also looked at the history of fees over the last few years. They will be reviewing to see if the fees match the program reviews. They will have a proposal.

Chris Ward shared there is nothing in the rules that dictates what will happen if there is concern for a PEPP at an institution during their approval period. Vermont, Maine, and Massachusetts all have something in place to specify what happen in case of concerns during an approval period. The committee used language from the three states to put something in place. The language was on the agenda. All three states require an annual report in the rules and New Hampshire does not. The committee decided they do not want a mandated report in the rules.

Brian Walker inquired, saying that NHED and NHCTE will determine if a priority progress report or interim review is needed. Brian asked if that would mean just the CTE chairs or the whole group. Chris Ward responded that they wanted to grant authority to both the NHED and CTE as they have a role in approving and ensuring compliance of programs. Brian Walker stated he would prefer the CTE as a whole rather than just being on the co-chairs. CTE members spoke in agreement.

Brian Walker suggested one conflict may be the representative from the institution in question and their role as a CTE member. One potential solution would be initial consultation be done by non-IHE representatives. Laura Stoneking stated there are currently only two non-IHE representatives. Brian Walker brought up the concern of waiting for a CTE meeting to be able to discuss a concern.

Laura Stoneking stated transparency to candidates is a concern in the case that a candidate. Disclosure of conditional approval, possible CAEP revocation, or significant program discrepancies should be required. Brian Walker stated notice of an investigation

shouldn't be required, just a decision for conditional approval. The status of institutions is available for candidates to review. Laura Stoneking responded institutions should be required to disclose the information directly as candidates most

Kelly Moore Dunn suggested that issues brought to the NHED and CTE co-chairs and then a CTE subcommittee can be formed to investigate and bring a recommendation to the full CTE. This would allow for a full discussion without a member of the institution being present. There should also be an opportunity for the IHE to respond to questions.

Bill Ross asked if there would be a bar to determine which issues are handled with the Department and the institution and which come to the CTE. Some issues are a one-time error and some are a pattern. Chris Ward stated the language can be altered to allow NHED to have room to make decisions about when to come to CTE.

Chris Ward stated a priority progress report has a specific purpose and may not apply to this circumstance. There could be a required action plan in an instance that does not warrant an interim review. A new rule would need to define an action plan. There should be room for different resolutions based on the situation.

The subcommittee will make changes to the draft based on suggestions and come back for a possible vote in December.

Chris Ward asked members if the annual report should be in the rules. Laura Stoneking responded the annual reports have historically led to documentation of history within an institution, changes, innovations, etc. With the rule changes, it gets to the specifics of major rule changes and how the institution is addressing those. If it's not done through the annual report, then every rule change would require a substantive change from every institution. Brian Walker suggested looking into what other states require. There is currently no consequence in the rules for not submitting such reports. Chris Ward will draft a rule including a required annual report. Kathryn McCurdy stated putting it into rules would make it more purposeful.

Chris Ward stated the rules need to be brought to the State Board before March.

## **VIII. NHED Updates**

### **A. Bureau of Credentialing**

Bill Ross thanked institutions for submitting their list of admitted students. They have all been uploaded with EdID numbers. He requested institutions review the list to check for accuracy. Candidates must be in the system prior to recommendation. Additional pathways can be added or show candidates have left a program. Everything should be sent to Bill Ross directly as he is the only one who can make changes. Completion dates will be added to candidates' information. Email addresses will be added so EIS will automatically contact candidates when institutions make a recommendation and give them the next steps in the process.

## B. NH State Board of Education

Laura Stoneking shared documentation of changes that will possibly affect certain PEPPs. Julie Shea added she will share all new rules with CTE members. They will be posted to the ED website, but there is a delay. Laura Stoneking updates related matrices on the website and is being transitioned to Canvas.

Laura Stoneking shared the State Board fully adopted the four proposals for the Ed 500s under Classical Language, Music Education, Theater Education, and Early Childhood Education. They've approved an initial proposal for 501.02, 505.03, 506.01-506.09. All rules in process, including the administrative endorsements, are set for the public hearing on December 8. The State Board adopted Ed 612 rules. The content rules are slowly being collapsed to the corresponding Ed 500.

### 1. PSU Extension Request

The State Board approved the proposal to extend and aligning dates of all PGPPS. They appreciated the thoroughness of the documentation.

### 2. Admin Rules

Bill Ross stated the business administrator rule is in the administrator rule set. The State Board is proposing to do away with the school business administrator credential and no longer require a credential for that role. There are currently no NHPGPP programs.

3. Adopted new rules: Music Ed, Theater Ed, Early Childhood Ed, Classical Languages Ed

#### C. Division ED Support and Higher ED

Julie Shea shared statutes covering the roles of CTE, State Board, and PSB. She went through RSAs for credentials, fees, and rulemaking. The Office of Legislative Services (OLS) is the office that provides staffing to JLCAR, the Joint Legislative Committee for Administrative Rules. The attorneys that work for JLCAR and OLS look through all proposed rules to ensure they are within the rulemaking authority, rules are clear, authority is not being overstepped, and wording makes sense. They also advise on potential objections.

JLCAR is legislative oversight. They can petition an agency to adopt rules if they find legislation where rulemaking is needed. They can review statutory passages and make recommendations. They make the drafting procedure manual for administrative rules. The membership includes five senate members and five house of representative members and alternates. They are appointed every two years by the leaders of their respective chambers.

Initial proposal is the first draft of the rule. It is sent to the State Board of Education for approval to go into rulemaking process. Once the State Board approves, a fiscal impact statement must be filed by the Office of Legislative Budget Assistant (LBA). They ensure the rule or statute will not cost a significant amount of money. Once that's received, it must be published in the rulemaking register. This is when the timeline for rulemaking starts. There are 180 days to move the rule through the process. A public hearing must be posted and take place at a State Board meeting. Commentary from the public, OLS, and JLCAR will be noted to make revisions to create the final proposal. The final proposal goes back to JLCAR for approved and then back to the State Board.

Rules are valid for ten years. An initial proposal must be brought forward prior to the expiration of a rule. This prolongs the expiration while it goes through the process. Public must be given at least 20 days' notice of the public hearings. The final proposal takes at least 21 days to get on JLCAR's agenda. If the rules do not make it through the

process in 180 days, the process starts over. A conditional approval can be given by JLCAR with stipulation of changes.

Rule review should begin 2-3 years prior to expiration. New legislation and statute should be addressed during the process. Once committees are made, they are beholden to the right to know. Committee meetings must be posted and available for the public. Minutes must be posted.

New Hampshire ED will provide a rulemaking timeline and rule text. Committee procedures and training will also be provided. All meetings must be held in accordance with RSA 91A, publishing member names, agendas, minutes of each meeting, no more than 5 days after each committee meeting.

Brian Walker suggested that the updated rules be posted on Canvas to create a running tab of changes.

Brian Walker asked about the Ed 306 rules. Julie Shea responded, "It is not yet in the process". The rules expire in 2024. Next year will be the time these rules are being updated. Laura Stoneking shared the 300 rules govern the minimum requirements within the K-12 settings. It drives what happens day to day in the schools. There is a correlation between the 600s, 500s, and 300s. Ed 306 rules are minimum standards for each subject area.

1. Criminal History Records Check Process Update

The Department of Safety was unable to attend the meeting. They will attend the December meeting.

2. Rules for subcommittees

Brian Walker shared Steve Appleby forwarded a message from the National Collaborative for Digital Equity asking to talk to the CTE in December. They are interested in creating a focus group with interested prep program leaders on their desires for how NH's several million dollars in federal digital equity funding economic and educational opportunity over the next 4+ years should be used to support prep programs.

## **ADJOURNMENT**

**Motion:** A member motioned to adjourn the meeting at 2:21 pm.