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**Council for Teacher Education
Minutes of the December 16, 2021, Meeting**

**A meeting for the Council for Teacher Education was held at 12:05 p.m. on
Thursday, December 16, 2021.**

Laura Stoneking, Designee, NH Department of Education
Kathryn McCurdy, Designee, University of New Hampshire
Tanya Sturtz, Designee, Keene State College (*via Zoom*)
Brian Walker, Co-Chair, Designee, Plymouth State University
Linda Kalloger, Layperson
Laura Wasielewski, Saint Anselm College
Cathy Stavenger, Southern New Hampshire University
Kristine Thibault, New England College (*via Zoom*)
Nick Marks, Granite State College
Diane Monico, Co-Chair, Rivier University (*via Zoom*)
Kelly Moore Dunn, NHTI Concord's Community College (*via Zoom*)
Joan Swanson, Franklin Pierce University (*via Zoom*)
Tom Julius, Antioch University New England
Abigail Blais, Hudson Memorial School
Kenneth Darsney, Franklin Middle School (*via Zoom*)

The Following were unable to attend:

Jamie Malhoit, Kearsarge Regional School District-SAU#65
Bonnie Painchaud, Merrimack, Reeds Ferry Elementary School
Michael Fournier, Superintendent, Bedford School District
Chris Ward, Upper Valley Educators Institute

Meeting Participation also included:

Kim Wilson, NH Department of Education Bureau of Credentialing
Bill Ross, NH Department of Education Bureau of Credentialing
Sue Blake, NH Department of Education Bureau of Credentialing
Katelyn Komisarek, NH Department of Education Bureau of Credentialing
Dan Carchidi, University of New Hampshire

Welcome, Call to Order, and Introductions

The regular meeting of the Council for Teacher Education was convened at 12:00 p.m. Brian Walker presided as Co-Chair. There was not a quorum in attendance so no votes could take place.

A. Approve November CTE Minutes

The meetings will be approved a later date due to lack of a quorum.

Membership

A. Welcome Linda Kalloger

Linda Kalloger stated she was glad to be joining the council. She has spent 35 years in education in the State of New Hampshire.

Dan Carchidi was also introduced. He joined the education department at UNH as the new certification and accreditation officer.

CTE Committees

A. Committee meetings and updates

1. Professional Standards Board (PSB) Chair Update

Joan Swanson reported the PSB meeting included committee updates. The committee for the Ed 507 Educational Interpreter/Translator rule were trying to decide if the person should hold an associate or bachelor's degree. They are also working to improve the Master Teacher license, which has expired. The work-based learning coordinator committee have 2 surveys ready to go out.

There was an update on rulemaking. Administrative endorsement has gone to the State Board. Criminal records check is still waiting for the FBI. They discussed the possibility of having an educational training for new board members to help new members understand the processes and abbreviations used. The term length for PSB is 2 years.

Bill Ross added there is an RSA that requires a Master Teacher credential. No one ever earned the credential as the rules were excessively burdensome. The rule expired in 2013. The subcommittee recommended pursuing a pilot project so when the Department needs to go to legislature, they will have people with experience with the new process. Now that the PSB has approved the recommendation, the subcommittee has started work on soliciting grant funding

to pay for the trial process. Participants will be compensated for the amount of time and work it will take to pilot this process.

Tom Julius asked the value to teachers in pursuing the master teacher credential. Bill Ross responded it would appeal to mid-career educators who are masterful in their pedagogy that have no desire to become an administrator. Some of those leave the profession. This credential would provide a path on the professional lattice for someone who wants more but doesn't want to leave the classroom. There are similar roles in other states. Tom Julius asked about incentives being up to the local districts. Bill Ross confirmed it is similar to national board certification in terms of compensation.

2. CAEP Agreement

There were no updates.

3. CTE Handbook

There were no updates.

4. Program Review 602 Rules

There were no updates.

5. 603-606 Admin Rules (standards)

Tom Julius reported Chris Ward has been working to schedule an appointment for the subcommittee with Laura Stoneking and the CTE co-chairs to go over work that's already been done and get feedback. Timing will be discussed.

6. Title XV Education 190:1 - 190:7 (legislative rules 1951)

Laura Wasielewski reported the revisions are complete and the council voted on them. It's currently with the DOE. They need a legislative partner to change the rule.

7. AAQEP

Brian Walker reported there are two national accreditations in educator preparations. One is CAEP and the other is AAQEP. Tanya Sturtz added CAEP is national accreditation, and they have standards requiring evidence for different areas. It uses data driven evidence to support the programs. Brian Walker shared New Hampshire has a state agreement being finalized with CAEP. AAQEP is newer, 2017. They will present to the CTE in January with the opportunity for questions. Diane Monico added the AAQEP team asked for any questions/topics member would like covered in the presentation. Members can email co-chairs with questions.

8. Administrative rules for out of state placement

There were no updates.

Laura Wasielewski reported she has been working with the New Hampshire Educator Effectiveness for Student Success team, formerly known as the CEEDAR Grant. NHEESS has a subcommittee focused on mentoring and induction. They've developed a survey to gain insights from the field to have a better understanding of current needs and appropriate supports. The 4 groups are SAU and school administration, educators who are currently or have been a mentor, educators who have not been a mentor, and IHEs. The timeline is NHEESS will send out a survey in mid-January and collect information by mid-February. They proposed Laura sending the council the survey to be shared with members in their respective institutions. Once the results are collected and analyzed, they will be forwarded to members.

In lieu of a vote, Laura Wasielewski asked for interest from CTE members. Members from IHEs volunteered to share the survey. Kelly Moore Dunn asked if people are practitioners as well, should they participate as IHE participants. Laura Wasielewski responded they will be able to identify themselves appropriately. Kelly Moore Dunn asked if the survey results can be used by the institutions. Laura Wasielewski responded it should be ok, but she will confirm. Tom Julius asked how data will be used. Laura Wasielewski shared she was asked to bring the question to the council, but she will get more information for members. There should be information on the survey itself regarding its purpose.

Abigail Blais asked how the surveys are being disseminated to administrators and K-12 educators. Laura Wasielewski answered the administrative surveys will be distributed by NHASP, Superintendent Association, Special Ed Directors Association. The mentoring classroom educator surveys will be distributed by the state unions mailing list.

Brian Walker asked for more information on the NHEESS. Laura Wasielewski responded the CEEDAR Center is based out of the University of Florida. It was a significant grant they received. They started with 5 states and added more states until they had 20 states where they were providing technical assistance. New Hampshire was one of those states. Over time, they changed the title in New Hampshire and started a marketing strategy to communicate the work that's being done. This is one of the goals of NHEESS. Laura is part of a second goal group working on clinical practice and partnership research. Bill Ross added one of the earliest goals of the CEEDAR work in New Hampshire, which was successful, was to raise the expectations for the site-based licensing pathway that the process leading to the same credential should be rigorous as well.

Program Reviews (Existing and New Program Requests)

A. Review the 2021-2022 Program Approval Schedule

Brian Walker reported a reactor is still needed for the Granite State report. Kathryn McCurdy volunteered. Diane Monico is the second reactor.

UVEI is having a review of 20 programs. Kathryn McCurdy is the co-chair for that review. Franklin Pierce has a review in March. Brian Walker and Pat Corbett are

co-chairs. Keene State has an Option 4 review in March that has already begun. Laura Stoneking is the New Hampshire State representative. Progress reports are coming in from Antioch and New England College. SNHU is scheduled for a CAEP review tentatively March 2023.

There was a discussion about trained state CAEP reviewers, the possible need for more, and the training process through CAEP.

B. Annual Reports Review Plan

Brian Walker reported the plan will be discussed at the February meeting.

Program Reports

There were no updates.

Substantive Change Requests

A. None

B. Substantive Change Discussion

1. **When should an IHE submit a substantive change request?** *Follow up from November meeting.*

Brian Walker stated there was a discussion started at the previous meeting regarding substantive change forms. Laura Stoneking shared the form itself was updated summer 2020 to make it more efficient. Conflict occurred when 2 institutions submitted for almost an identical reason and the State Board questioned why one was put through as a program review as a new program and the other was put through as adding a level. The rules are on 602.14. There are three reasons that a substantive change would be used: changes in a PEPPs face to face delivery system to primarily online, changes beyond those indicated by the assessment system for continuous improvement, or elimination of a PEPP. The rules for a new program were also reviewed, 602.03.

Brian Walker clarified the question on the table is the purpose of substantive change forms, specifically is adding a program at a different level a substantive change or a new program approval. Tom Julius stated in the Ed 601 definitions, there is no definition for a program or a degree program, which makes it difficult to differentiate. Laura Wasielewski suggested if there's a significant difference between the under grad and graduate program, it is a new program even if it is for the same endorsement. If the same program is being put at a different level, it may not be a new program. Tom Julius stated different people have different ideas of what a program is by definition. Kelly Moore Dunn suggested the new areas be approved and reviewed rather than the whole program whether it be courses, admissions, etc. Laura Stoneking shared there are definitions for baccalaureate program, post baccalaureate program, and PEPP.

There was discussion on how to determine what level of review would be needed and how to handle on a case-by-case basis. Tom Julius stated the substantive change request form has 2 check boxes based on 602.14. He read the second check box, "Changes beyond those indicated by the assessment system for continuous improvement," and asked for clarification on the meaning. The sub bullet gives examples and one of them is adding a degree level, which suggests it is a substantive change. Laura Stoneking suggested it is a substantive change if nothing else in the program is changing. If there's an elementary ed endorsement and the degree is added without changing anything else, it may be substantive change. However, if the program delivery, faculty, standards, etc. is being changed, it may be a new program. There needs to be clarification to IHEs on how to start the process to clear up confusion.

The council decided to consider creating a subcommittee to review at the rules, which expire in 2023. In the interim, if there's any institution with questions, they can bring it to the CTE. The CTE will make a determination to be brought to the State Board. There needs to be some flexibility because the institutions are structured differently.

NH DOE Updates

A. Criminal Records Checks Update

Steve Appleby reported interim rules were approved by the State Board of Education. Those interim rules now go to the Office of Legislative Services for initial review and goes back to the State Board for the February 10th meeting. If all goes well, the State Board will grant another approval and it'll go back to the Office of Legislative Services. February 11th could be the day DOE can begin processing criminal records checks for PEPP students. They are still waiting on FBI clearance. FBI approval and rule approval are both needed to begin criminal records checks. No changes should be made to institution processes until new processes are approved.

Tom Julius asked about communication with students. Steve Appleby responded no communication will be given until the process is in place. Katelyn Komisarek will be the main point of contact for any questions on criminal records checks. She will also be processing the checks at the DOE. Laura Wasielewski asked if institutions can pay for all students at once. Steve Appleby responded, not at this time.

Steve Appleby stated administrative state rules expire every 10 years and have to be renewed. Whoever had the rule making authority, must vote on a set of rules whether there are changes or not. The process can take 8-12 months. A new proposal for substantive change rules would need to be presented to the State Board by June to start the process.

B. Bureau of Educator Preparation and Higher Education Updates

Steve Appleby reported PSB voted to send an update to the State Board on the administrative endorsements. Those changes will be removing the common elements of each of the endorsements to reduce redundancy. The State Board chose to table them to get questions answered. The PSB recommended the two library endorsements, library media coordinator and library media specialist, be condensed into one and recommended the State Board eliminate the other. The State Board voted to eliminate one but has not yet accepted the other.

Steve Appleby reported there is a current rule allowing an unlicensed individual can teach up to 20 consecutive days as a substitute. Long term substitutes should be looking at emergency authorizations by districts.

Laura Stoneking created a document for one institution to show required elements prior to a licensure recommendation being made. She agreed to modify it to be more generic for other institutions. It is in draft form and will be shared when ready.

Laura Stoneking shared a created document. Section 1 includes current list of CTE members and how they are appointed or elected. Next page includes current bylaws. Next section is RSA statute, the law that drives who is on the council and the council's responsibilities. The next page includes excerpts without content specifics as they are in transition. It also includes the technical advisory, applying to the rules, about criminal history records checks, the recent conversations about the differences between in process of licensure, emergency authorizations, substituting, etc. Section 4 is the approval tool kit that was created in 2015/2016 and the handbook for reviews. Section 5 are forms with revised or updated dates at the bottom. The progress report template is in there. Section 6 is the current PEPP book. Section 7 is empty. Section 8 is lined paper for notetaking.

C. Bureau of Credentialing Updates

Bill Ross reported one institution requested data regarding site-based licensing. He stated if anyone else would like that information to reach out and he will share when it is put together.

D. NH State Board of Education Updates

There were no updates.

ADJOURNMENT

The meeting was adjourned without a vote due to lack of quorum.