



Council for the Accreditation of Educator Preparation (CAEP)

Board of Director's Meeting

December 12-13, 2013

The Fairfax Hotel, 2100 Massachusetts Avenue NW, Washington D.C.

Members present: *Chair* - Mary Brabeck, *President* - James Cibulka, *Vice-chair* - Christopher Koch, *Treasurer* - Dennis Van Roekel, *Secretary*, Mary Kenfield, Rick Ginsberg, Blake West, Frank Murray, Barbara Cambridge, Randy Hitz, Candy Olson, Janice Poda, Marquita Grenot-Scheyer, Cheryl Redfield, Skip Fennell, Blake West

Members Absent: Arthur Levine, Deborah Gist, Randi Weingarten, Lori Ward

Guest Present: Steve Wojcikiewicz (representing Randi Weingarten) Becky Pringle

Parliamentarian: Susan Eads Role

Staff Present: Mishaela Durán, Tina Newell, Thanh Tran, Mark LaCelle-Peterson, Deborah Eldridge, Patty Garvin, Jennifer Carinci, Don Feuerstein, Emerson Elliot, Donna Gollnick, Bradley Duncan, Christine Gorowara, Hilda Tompkins, and Nate Thomas.

Chair Mary Brabeck called the Board of Directors meeting to order at 9:05 am on December 12, 2013.

Chair Brabeck informed the Board that Roberts Rules of Order will be the parliamentary authority for this meeting.

Designees are encouraged to participate in the conversation but are reminded that they have no voting rights either at the Board or committee meetings.

Approval of agenda

MOTION: Candy Olson moved approval of the agenda with minor edits (discussion of Exemplary levels of accreditation is changed from a discussion item to an action item). Seconded by Christopher Koch and unanimously adopted by the Board.

Approval of June minutes

MOTION: Barbara Cambridge moved approval of the June minutes as presented. Seconded by Randy Hitz and unanimously adopted by the Board.

Chair and President Reports

The Chair reported that she has represented CAEP and its shift toward evidence-based accreditation before a number of groups, including Achieve's Congressional briefing on educator preparation, LEARN coalition meetings (comprised of deans of education at research institutions), and other research focused organizations. Partnership with the research organizations is essential to advancing CAEP's mission and new accreditation model.

President Cibulka described the national and state policy context and the heightened interest in educator preparation and higher education. For example, the Senate HELP Committee invited fellow CAEP Board member Arthur Levine to testify; the Obama Administration's College Rating System has generated some concern among higher education groups;; reauthorization of HEA and ESEA may have an impact on CAEP as it relates to data

reporting; much work is being done by CAEP to align state programs and coordination of data systems for accountability and continuous improvement. CAEP will continue work closely with Chief State School Officers on data systems, program approval and other shared interests. The Accreditation Council met since the previous Board meeting, which resulted in three revocations.

Raising the Bar in Educator Preparation Program

President Cibulka summarized the memo titled “Exemplary Levels of Accreditation”. Previously accreditation has been focused on a binary pass – fail model rather than identifying innovative programs and or gradations of performance. This new accreditation model would be a first in the country. The Commission on Standards and Performance Reporting proposed a pilot program be designed to ensure smooth implementation of a full plan. Staff will create a plan to bring to the Board at the next meeting.

MOTION: Rick Ginsburg made a motion that the outline memo on exemplary levels be adopted.

Discussion ensued. Seconded by Frank Murray and unanimously adopted by the Board.

Deborah Eldridge, Senior VP of Accreditation and Administration presented the implementation plans for the new standards adopted by the Board in August 2013. Chair Brabeck passed chair duties to Vice-chair Koch to provide comments on the presentation. Issues related to having a common system of standards among states was discussed. This remains a large concern among various Board members. Staff is working on using an evidence based model, within AIMS, to streamline and align the processes. Chair Brabeck resumed presiding duties and a break was taken.

Randy Hitz - CI Commission Chair and Emerson Elliot - Director of Special Projects provided a summary of the report from the Data Taskforce. It was noted that the paradigm shift of building a culture of evidence departing from the notion that the collection of data is for the accreditor rather than the EPP program improvement cannot be understated. At this time the document distributed to the Board should not be shared until it is finalized, with the exception of a few select groups. Concerns and cautions regarding use of data were discussed. Additionally, board members may send comments regarding the report to staff, post board meeting.

Chair Brabeck and President Cibulka provided a review of the various committee charges. Current Committees include: Nominating, Standards, State Partnerships and Content Areas, International, Executive, and Appeals Committees. New Committees include: Research, Nominating, and the International committee.

The meeting was adjourned at 12:10 pm for purposes of convening Committee meetings.

Chair Mary Brabeck re-convened the CAEP Board of Directors meeting at 12:25 on December 13, 2013.

Members present: *Chair* - Mary Brabeck, *President* - James Cibulka, *Vice-chair* - Christopher Koch, *Secretary* – Mary Kenfield, Rick Ginsberg, Blake West, Frank Murray, Arthur Levine, Barbara Cambridge, Deborah Gist, Randy Hitz, Candy Olson, Janice Poda, Marquita Grenot-Scheyer, Cheryl Redfield and Skip Fennell

Members Absent: Randi Weingarten, Lori Ward, Dennis Van Roekel

Guest Present: Steve Wojcikiewicz (representing Randi Weingarten) Becky Pringle (representing Dennis Van Roekel)

Parliamentarian: Susan Eads

Staff present: Mishaela Durán, Tina Newell, Thanh Tran, Mark LaCelle-Peterson, Deborah Eldridge, Don Feuerstein, Emerson Elliot, Donna Gollnick, Bradley Duncan, Stevie Chepko, Christine Gorowara, Hilda Tompkins, and Stacey Trey

Chair Brabeck reminded Board members to complete and return the Conflict of Interest form. Staff introduced themselves to the Board.

CAEP's Organizational Dashboard – Discussion

President Cibulka summarized CAEP's organizational Dashboard and related metrics, as well as how that tool will connect to the work of the Board and its committee work. Work plans and budgets will be developed and aligned to the strategic plan and ultimately the Dashboard. The number of metrics may need to be reduced and the Board is encouraged to provide feedback on those metrics they deem most important. The Chair led the Board through the goals document to identify the most important elements.

Staff will further refine some of the metrics and report regularly to the Board on the progress toward achieving the mission.

Update on Congressional Testimony

Board member Arthur Levine provided a summary of recent testimony regarding accreditation to the HELP Committee. Issues of concern included low standards by some accrediting bodies, recent innovations and how accreditation acknowledges these innovations, focus on floors rather than ceilings, and more process based rather than outcome based. CAEP was noted as a leader in moving to outcome based accreditation, more rigorous standards, use of critical data used as early warning system, and accreditation for all providers – not just higher education.

Committee Reports

Committee chairs provided brief updates of the work done by each group:

Standards Committee drafted a number of components for CAEP to consider adopting as part of the definition of "advanced programs." The Committee also reviewed the Commission adopted standards for initial certification to determine whether or not they would be appropriate for "advanced programs." The committee modified some of the language in some of the standards to make it more applicable to "advanced programs." Further, President Cibulka directed the committee to re-convene to do further work on the standards.

Content Area/State Partnerships provided two motions:

MOTION: Janice Poda moved the CAEP Board of Directors adopt the ACTFL standards for initial licensure at the undergraduate and graduate levels with the modifications noted in the action report. Timelines will be determined in consultation with CAEP staff. Modifications: Suggested assessments should be of comparable rigor. Programs must address (write to) all six standards to receive even conditional recognition.

MOTION: Janice Poda moved the CAEP Board of directors adopt the NAGC standards for first teaching licensure subject to modifications noted in the action report. Timelines will be determined in conjunction with CAEP staff. Modifications: 1. Revise guidelines for reviewers for determining if standards are met; and, for determining when a program will be Nationally Recognized or Nationally Recognized with Conditions. 2. Revise rubrics for evaluating candidate performance; and, revise rubrics for evaluating the quality and alignment of assessments. 3. Submit plans for how NAGC will ensure a diverse reviewer pool.

The motion carried.

1. Executive Committee: Four compliance officers were appointed and details regarding the CAEP office move were provided.
2. Nominating Committee: will build off the excellent work done by last year's advisory nominating committee. The Committee will develop committee slates reviewing the applicant pool generated from the Call for Service and the slates will be forwarded to the Board for appointment. Board member Kenfield will co-chair the committee to model the partnership between P-12 and higher education.
3. Research Committee: spent time on two issues important to CAEP
 - a. Indicators of effectiveness and impact on P-12 learning; and
 - b. Effectiveness of CAEP itself and what might be used as indicators.
4. International Committee: Focused on the charge and mission clarification, long-term strategic plan, and Training for site visits outside the US.
5. NCATE and TEAC Board Work: Both inside Boards have met once and adopted the CAEP standards.

Consideration of Proposed Changes to CAEP Bylaws

Don Feuerstein, Senior Advisor provided background and a summary of the proposed bylaws. Bylaws revisions must be posted 30 days prior to adoption, thus discussion was held and the final vote will be taken at a later date in order to comply with the requirement. On page five it was noted some technical clean-up may be needed to ensure intent of the bylaw is achieved. Affiliates are stated as NCATE and TEAC. It was suggested that the word "principles" be retained in Article III, subparagraph 1.

The Chair noted that any changes must be made by motion then need a 30 day notice period. The Board could approve the proposed changes and then specific issues and changes could be made at the June meeting. Unanimous written consent must be given to allow for adoption after the 30 expiration. If this does not occur an electronic vote could be held.

MOTION: Candy Olson moved that we approve the amended bylaws as is and return to discussion of additional changes in June, if warranted. Seconded by Christopher Koch and unanimous consent was achieved and the required paperwork was completed.

Recognition by the U.S. Department of Education

Chair Brabeck called the meeting into Executive Session.

Human Resources Staff Manual – Action Item

Deborah Eldridge guided the Board through the Human Resources Staff Manual which included a few minor changes.

MOTION: Candy Olson moved that on page 14, section five – telework, etc. "severe weather" language be changed to state, "CAEP will observe office closings and delays in accordance with the federal government. If the federal government is closed, CAEP will close. If the federal government observes a delayed opening, CAEP will observe the same delay. However, unlike the federal policy CAEP employees do not have the option to take unscheduled leave or unscheduled telework due to inclement weather. For information on federal office closings and delayed openings, employees should visit the office of Personnel Management's website, www.opm.gov during non-work hours. CAEP encourages employees to exercise judgment and caution and to use accrued annual leave or personal time if travel may be unsafe.

MOTION: Barbara Cambridge moved we approve the manual as amended. Seconded by Blake West and unanimously adopted by the Board.

Finance Update

Thanh Tran, Chief Financial Officer, provided an update on CAEP's finances. The CFO reiterated that NCATE and TEAC have successfully combined their respective operations as of July 1, 2013 to CAEP. The financial treatment of the consolidation of both organizations formed the beginning balance sheet for CAEP. This was performed in accordance with general accepted accounting principles (GAAP). NCATE and TEAC Boards approved the transfer of their respective assets to CAEP on November 19, 2013. The total assets in cash and investments that were transferred to CAEP as a "contribution" from the legacy entities are \$322,387 in cash and \$686,530 in investments:for a total contribution of \$1,008,917.

Chair Brabeck thanked the CFO for his report.

Chair Brabeck called the Board of Directors into executive session at 2:42 p.m. Chair Brabeck called the Board back to order at 3:30pm.

Meeting Feedback and Future Planning

Chair Brabeck thanked the Board for participating in our first convening of the CAEP Board of Directors and Committees in Washington and asked that they complete the meeting evaluation form to help with CAEP's continuous improvement.

The meeting adjourned at 3:45pm

Submitted by Mary Kenfield, Secretary