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**Council for Teacher Education
Minutes of the October 20, 2022, Meeting**

**A meeting for the Council for Teacher Education was held at 12:00 p.m. on
Thursday, October 20, 2022.**

Brian Walker, Co-Chair, Designee, Plymouth State University
Tanya Sturtz, Designee, Keene State College
Michael Fournier, Superintendent, Bedford School District
Laura Wasielewski, Saint Anselm College
Kathryn McCurdy, Designee, University of New Hampshire
Laura Stoneking, Designee, NH Department of Education
Abigail Blais, Hudson Memorial School
Kelly Moore Dunn, NHTI Concord's Community
Susan Dreyer Leon, Antioch University New England
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:

Nick Marks, Granite State College

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
Cynthia Lucero, PSB Representative
Chris Schmid, Southern New Hampshire University
Dan Carchidi, UNH

I. Welcome, Call to Order, and Introductions

The regular meeting of the Council for Teacher Education was convened at 12:06 p.m. Brian Walker presided as Co-Chair.

A. Approve September CTE Minutes

Motion: Brian Walker motioned, seconded by Kathryn McCurdy, to approve the minutes of the September meeting as amended.

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

B. Membership

a. Tanya Sturtz – KSC 8/1/2024 designee by President Treadwell

Motion: Brian Walker motioned, seconded by Kathryn McCurdy, to appoint Tanya Sturtz as the representative for Keene State College to serve until 8/1/2024.

Vote: The motion was approved without dissent.

b. Michael Fournier – re-elect (exp. 10/22)

Motion: Brian Walker motioned, seconded by Kathryn McCurdy, to appoint Michael Fournier and Laura Wasielewski for a three-year term.

Vote: The motion was approved without dissent.

c. Diane Monico – re-elect (exp. 10/22)

d. Laura Wasielewski – re-elect (exp. 10/22)

e. Kelly Moore Dunn – re-elect (exp. 10/22)

Motion: Brian Walker motioned, seconded by Tanya Sturtz, to appoint Kelly Moore Dunn, Nick Marks, Joan Swanson, Kris Thibault, Chris Ward, and Diane Monico for a three-year term starting November 2022.

Vote: The motion was approved without dissent.

- f. Nick Marks – re-elect (exp. 10/22)
- g. Joan Swanson – re-elect (exp. 10/22)
- h. Kris Thibault – re-elect (exp. 10/22)
- i. Chris Ward – re-elect (exp. 10/22)

II. CTE Committees

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

Cynthia Lucero shared the PSB is still working on the District PD master plan, visual arts, reading and writing teacher, reading and writing specialist, and math specialist. They did not vote on the ESOL standards. The NHED is working on a system to have a live spreadsheet on their website to show where standards are in the process.

Bill Ross stated JLCAR has reviewed theater, music, classical languages, and early childhood education. They passed and will go back to the State Board for formal adoption at the November State Board meeting.

III. Updates

A. Annual Report: Due on December 1, 2022

Laura Stoneking stated the only change to the report is how institutions report currently enrolled numbers vs completers. One school has already submitted their completed report.

B. Praxis Testing Center

Brian Walker stated students at Plymouth State who were attempting to sign up to take the Praxis Core were unable to find a testing site in New Hampshire. Bill Ross responded there is a known problem with the registration system. Test centers are open, but the system is not showing them. They are working on fixing the problem. Students can still take the at-home version.

IV. Program Reviews (Existing and New Program requests)

A. Share the 2022-2023 Program Approval Schedule and Progress Report Schedule

B. October 22, 2022, CAEP Council set for KSC

Brian Walker stated the CAEP report for KSC will go to Kathryn McCurdy and Brian Walker to review.

C. KSC CAEP Review Reactors (2) Needed

Brian Walker asked for volunteers to be reactors. Mike Fournier and Shawna D'Amour volunteered.

D. SAC – New Reactors (2) Needed

Brian Walker stated Saint Anselm College has a review taking place, chaired by Tanya Sturtz and Chris Ward. The review will take place November 14, 15, and 16. Kristine Thibault and Susan Dreyer Leon volunteered as reactors.

V. Break

VI. Program Reports (Progress Reports, Approval Reports, National Accreditation Reports)

There were no program reports to review.

VII. Substantive Change Requests

A. Rivier University – Licensure Only Pathway

Diane Monico stated Rivier used to have licensure only and it lapsed due to documentation. The substantive change request is a correction of documentation for the State. Laura Stoneking added the State Board of Education granted full approval in 2002 until August 31, 2007, to teaching programs both undergraduate and conversion in art, business ed, early childhood ed, English ed, special ed, math ed, social studies, and Spanish. In 2016/2017, there were 3 licensure only candidates recommended; 2017/2018, there were 2; 2018/2019, there were 2; 2019/2020, there were none; 2020/2021, there were none. There is no documentation afterwards that referenced licensure only.

Chris Ward asked the difference between licensure only and the other MAT programs. Diane Monico responded it exists for students who already have a bachelor's degree or master's degree that are seeking licensure. These students are given a pathway to meet licensure requirements.

Kelly Moore Dunn stated reviews have always focused on the programs and standards. It would be easy to miss licensure only into the report. She suggested a paper review. Kathryn McCurdy added coursework would parallel an already approved program. A paper review would look at the process for an applicant who is coming in with a degree.

Brian Walker clarified the suggestion is to complete a paper review, so Rivier has the information to go to the State Board. Diane Monico agreed. A vote was tabled until after a review.

B. Plymouth State University – Extension Request

Brian Walker stated Plymouth State University would like to get all of their programs onto one timeline. They have two national accreditations. They are actively reviewing and will not continue with both going forward. One set of programs expire

December 31, 2024. Three programs expire May 2026. Plymouth would like to extend the deadline for the programs expiring in 2024 by one year. A review can happen in 2025 for all programs together.

Laura Stoneking asked if the extension would require PSU the have an Option 4 review under CAEP. Brian Walker respond is that they are bringing the terms together so they can make an informed decision moving forward with national accreditation. CTE approval is required to request a CAEP extension.

Michael Fournier asked why they are not requesting an extension to 2026 so all programs would expire at the same time. Brian Walker responded he didn't want to ask for too much. The plan with the 1-year extension is to have one review apply to all programs in 2025.

Bill Ross asked if they could extend one set of programs to the year 2025 and move the other set of programs back a year to 2025 as the expiration date. Brian Walker didn't think that would be an option. Chris Ward stated it would be clearer when the reviews came up if they have the same expiration dates. The council discussed the best option to align both groups.

Motion: Tanya Sturtz motioned, seconded by Joan Swanson, to amend the substantive change report to have an extension of the programs approval to March 2026 to allow Plymouth to get a year extension for national accreditation and send all 13 programs through the process without any further extensions needed.

Vote: The motion was approved without dissent by roll call vote with Brian Walker abstaining.

VIII. Administrative Rules 602-606 Update

A. Review the 602 rules and vote

Chris Ward stated the process started last year. He and Kelly Moore Dunn worked on the 602 procedures which is expiring. They brought each stage to the council for

review and discussion. They took feedback and worked with Laura Stoneking to get the proposal ready for a vote. The front page shows a table of major proposed changes that were substantive with the rationale. The red line versions showing all changes are on the subsequent pages.

Kelly Moore Dunn mentioned 602.05 was not changed because it has to do with the application fee to the NHED. CTE doesn't have any input on that area. Bill Ross stated the NHED may want to review that area. Steve Appleby stated the Bureau of Credentialing has looked into the aligning of what the charges are for the various items and the actual work required. Some fees have gone up and some have gone down. They will go through the table in 602.05 to ensure fees reflect the work required. He will have feedback on the fees for the November meeting.

A formal vote will be tabled until the November meeting when the fees can be accurately reflected.

Chris Ward stated they used the CAEP language for substantive changes. The review report recommendations were clarified, along with somethings that were removed due to being redundant. They clarified duties of a chair. Conditional approval now states only for three years.

Laura Stoneking stated there is currently nothing in the rules about what happens if an institution does not meet minimum standards after approval and prior to the seven-year review. When issues have arisen, there has been no rule process to follow. Bill Ross added the Bureau of Credentialing has worked with institutions to decide on a remedy for issues of minimum standards on a case-by-case basis. Chris Ward stated there would need to be an outline of how to find noncompliance within an institution and how to bring it to the CTE. The program review process should ensure the systems and procedures in place remain in compliance.

Bill Ross stated a timely response is needed because candidates are going into the field without appropriate preparation. Kelly Moore Dunn suggested any issues investigated should be noted in the annual report to create a paper trail. Chris Ward suggested making the CTE chairs able to act on behalf of the council to respond more quickly as issues arise.

Laura Stoneking requested the rule require institutions with staff turnover in positions having to do with licensure have a transition plan in place. The processes required for minimum standards to be met must be passed on to someone in the event of a staff member leaving.

Joan Swanson suggested having a classification system for issues. The table would classify the problem, the intervention that happens, and whether it's resolved. The table could be brought to the CTE for discussion.

Chris Ward suggested any staff changes for a position named in the 604 rules be required on the annual report.

IX. NH DOE Updates

A. Bureau of Educator Prep and Higher Education

1. Canvas Course

Ken Darsney stated working on CTE because he found it challenging to organize and keep track of all the documents being sent via email. He wanted a more centralized place for all the documents and is now using Canvas for that purpose. A Canvas course is actually a storehouse created for agenda items, minutes, documents, and downloads. He shared a draft form created using September's meeting information. All CTE members will be sent an invite to join the course, which will grant access to the documents. Ken Darsney and Cat Dorfman will work to keep the page updated and add features as members deem necessary. Modules create shortcuts for important information: membership, meeting agenda, meeting minutes, documents.

Brian Walker suggested keeping the current processes in place while everyone gets onto Canvas and begin the new process in January 2023.

Ken Darsney provided a list of everyone who will have access to the course. It will be updated to include current members.

2. Criminal History Records Check Process Update

Sue Blake stated the AFIS live scan is not linked directly to the portal. Candidates will go to the AFIS scan site in New Hampshire only, fill out a live scan form and a criminal history record release, a tracking number will be put on the live scan form. The student

will leave with both form, and submit both forms to the Department of Safety along with fees and any other documentation.

Out of state candidates can get fingerprinted at their local PD using a form called FD258 for prints to be federally recognized. The candidate will then submit the ink card and the criminal history release form to the Department of Safety in the state of New Hampshire along with fees and documentation.

Mike Fournier has an AFIS live scan machine, but it doesn't report anywhere. According to the DOS, it is not part of the DOS domain. They would not have the form but could use it to get accurate prints.

DOS is able to come to the next CTE meeting on November 17. They will answer questions and go through their process. The Department of Safety can do pop-up sites for fingerprinting.

The statute states if a credentialing applicant, first time licensee, has received a clearance no more than 6 months before as an ed prep candidate, the check shall be deemed valid. The applicant would not need to submit another criminal history records check.

The initial proposal for the criminal history records check was approved last June by the State Board. There is not going to be a pilot. The program will go live on 11/1, but it will not be deployed on EIS until 11/2. Any issues with EIS will result in a delay of one week. There will be two trainings via Zoom. The training will be recording.

Sue Blake will send a document with all information to CTE members.

B. Bureau of Credentialing

The admin rules will have a public hearing in December at the Board of Education. The changes can be found in the October meeting materials on the website.

Bill Ross thanked the institutions who submitted spreadsheets of already admitted students. A search button was added to allow individual search by name and date of birth.

C. NH State Board of Education

Laura Stoneking stated the administrator license endorsement rules initial proposal was accepted. It is going to JLCAR. A link to the public hearing will be provided as soon as that information is available.

Laura Stoneking provided a correction. Chairs for Keene State are Brian Walker and Kathryn McCurdy. Reactors are Joan Swanson and Mike Fournier. Franklin Pierce chairs are Nick Marks and Pat Corbett. Reactors are Mike Fournier and Shawna D'Amour. St. Anslem reactors are Kris Thibault and Susan Dreyer Leon.

ADJOURNMENT

Motion: Nick Marks motioned to adjourn the meeting at 3:08 pm.