



Certification and Higher Education Committee
Maine State Board of Education
Minutes of the September 26, 2018 Meeting

The Certification and Higher Education Committee held a meeting on Wednesday, September 26, 2018, at the Department of Education in Augusta. The following were present: Board Chair Wilson Hess (chairing meeting in Jane Sexton's absence); Jana Lapoint; and Wendy Ault (Board Members). Jaci Holmes, Federal and State Legislative Liaison; Jason Libby, Higher Education Specialist; Angel Loreda, Director of Higher Education and Education Support Services; Stephanie Fyfe, Certification Coordinator; Mary Paine, Chief of Planning and Implementation; (Department of Education) and Mary Becker, State Board Secretary Associate.

Guest: Daniel Chuhta, Interim Superintendent of Schools, MSAD 75

Board Chair, Wilson Hess, called the meeting to order at 10:09 AM.

Chair Hess congratulated Mary Becker on receipt of the Governor's Employee Service Award for 2018 and the Certification Office Staff for receiving the Department of Education Team Award for 2018.

The Committee accepted the August 29, 2018 minutes as written.

Certification Office Update: *(Stephanie Fyfe)*

MEIS Data:

- MEIS Currently Contains:
 - Online renewal applications for teachers and Ed Techs
 - Renewal lists for support chairs to know who has applied and who hasn't
 - Violations lists for Superintendents
 - The ability for schools to search a candidate to check credentials (same as NEO)
- All other applications are on paper and get mailed to the office

Stumbling Blocks:

- New fingerprint law and dirty NEO staff data
- Support Chairs lack of understanding of role
- Culture of support vs. self-serving

Renewal Data Online

- 10,608 online applications – processed
 - 5,831 were auto issued at least 1 endorsement

- 4,777 applications were processed by Certification Team – one person in office
- 16,724 new user accounts created – from going live in June

Total Data Since June 14, 2018

- Additional 4, 302 paper applications for total 14,910 applications
- Total 8,794 closed applications by Certification Team (one person)
- 1,432 open applications in queue current
- Approximately 3,000 additional paper applications in office to be data entered and are not represented in data (need to be logged into system)
- 1.2 million processed by the team

Production since June 14, 2018

- Production
 - 3,914 letters sent – incomplete applications, etc.
 - 9,399 scanned documents
 - 4,309 fees collected
 - 1,887 Praxis scores entered
 - 943 degrees entered
 - 564 notes in system
 - 5,925 communications logged
- Ongoing
 - 300 calls in typical day, some days 500+ (current wait time 0-30 minutes)
 - Certification box emails approximately 200 a day
 - 1,025 sitting in box currently

Rule Chapter Updates:

Chapter 115 – Certification, Authorization and Approval of Education Personnel: *(Stephanie Fyfe and Jaci Holmes)*

- Chapter 115, Certification Rules
 - Stephanie Fyfe will send to Mary Becker the proposed rule with highlights of changes for Mary to forward on to Certification Committee members for review (Friday, October 5)
 - The Certification Committee will hold a special meeting on October 9 to review the proposed rule and approve or disapprove the move to propose the revisions to the full SBE
- Tentative Schedule for APA Process 2018:
 - State Board vote to approve the submission of the proposed revisions for the rule to be filed with the Secretary of State – October 10, 2018
 - File with Secretary of State – October 15, 2018
 - Post in Secretary of State Newspaper Ad and on Department of Education Priority Notice – October 25, 2018
 - Public Hearing – November 13, 2018 (20 days after posting)
 - Comment period ends – December 3, 2018 (20 days following the public hearing – 40 days from posting date)
- Opportunities for updates on this rule:
 - Committee Meetings
 - November 28, 2018 – Certification and Higher Education Meeting of State Board – three days before closing of comments

- Review of the summary of comments received to date and any changes recommended to the rule
- Vote by the Committee to recommend Provisional Adoption by the full State Board of Education
- Send the rule materials to Sarah Forster for legal review following the close of comments and the Committee's review on November 28, 2018

Chapter 13, Qualifying Examinations for Teachers, Educational Specialists and Administrators: *(Stephanie Fyfe)*

- Committed to schedule to begin in February – leaves time for graduates in early June
 - Presentation from Malik McKinley (ETS) to the Committee in early February
 - Policy or core expectations of bench marks
 - What the test looks like
 - What exactly the students are required to know
 - Reading, writing and math for Praxis I
 - Praxis II content area
 - February – review scores with Committee
 - April – Propose regulation to State Board
 - File with Secretary of State of Maine
 - May – Hearing and Comment Period
 - June – Final adoption after Board approves

Higher Education Update: *(Jason Libby)*

No date or time has been set for the next TEAMe Review

University of Maine Farmington (UMF) Review

- Report submitted to full Board at the September 12, 2018 meeting

Other Reviews

- Maine College of the Arts
 - October 14 to 16 – Master in Arts Program - Board Observer is Wilson Hess
- Husson University
 - December 2 to 5 – Board Observer is Martha Harris
- Eastern Maine Community College
 - Self-Study 9-25
 - No date scheduled for review
- Beal College
 - Approval of Proposed Review Team Members for Beal College degree-granting authority – October 10, 2018 SBE meeting (pending approval by Committee at special meeting on October 9th)
- Northern Vermont University
 - Approval of Proposed Review Team Members for NVU degree-granting authority – October 10, 2018 SBE meeting (pending approval by Committee at special meeting on October 9th)
- Purdue Global's Team Report of Findings – Committee reviewed and recommended that the report will be received by the full SBE on October 10, 2018.

Chapter 114 Annual Review Template

- At the September 12, 2018 State Board of Education Meeting, the Board approved the Certification and Higher Education Committee's interpretation that the annual review form would survey the period between September 1-August 31 for the purposes of data collection as required by Chapter 114.
- Data gathered would be for the 2015/2016 year.
- Sending out in October 2018.

Strategic Planning:

- I. Strategic Plan Goal 2.1 – Discuss the “observation” role of State Board Members
 - a) Preparation for board observers:
 - a. Angel Loreda presented (PowerPoint) to the full Board “The Role of the State Board Observer at Educator Preparation Program Reviews” on July 6, 2016.
 - i. SBE new members since presentation
 - Amy Arata – 4/24/17
 - Wendy Ault – 10/30/17
 - Fern Desjardins – 4/30/18
 - b. Certification and Higher Education Committee Members assure that a trained observer attend each review
 - c. Observer be a member of the committee and if not a member, observer be present when the committee reviews the report – three or four reviews per year
 - d. Training to include review of handbook and standards in Chapter 114, and review of self-study
 - e. Workshop session at the August Board Retreat
- II. Strategic Plan Goal 2.2 – Progress report for on-line teacher certification/re-certification process
 - a) The Department held a soft rolling out of the new online certification system. The CTE Office is currently processing applications, then once the system is working well, then it will open-up to the two pilot schools – Bangor and Gorham. It took a little longer due to security issues that needed to be resolved.
- III. Strategic Plan Goal 2.3 – Review of Chapter 13
 - a) Sarah Forster indicated that the State Board maintain Chapter 13 regulation for the cut scores for the PRAXIS exams.
- IV. Strategic Plan Goal 2.3 – PRAXIS – when do we want to have information on and who will gather information for Board presentation?
 - a) Need further discussion on PRAXIS
 - b) Malik McKinley, ETS, and Robert Hasson presented to the SBE on PRAXIS at the October 12, 2016 meeting held at Maine Academy of Natural Sciences (MeANS) in Hinckley.
 - i. SBE new members since presentation
 - Amy Arata – 4/24/17, Wendy Ault – 10/30/17 and Fern Desjardins – 4/30/18

Review and Discussion of Reports by Committee:

Purdue University Global for Authority to Confer Academic Degrees or to Offer Degree Course/Programs in the State of Maine

Jason Libby distributed an addendum subsequent to the State Board of Education receiving the Purdue University Global Application for Authorization.

The addendum, dated September 14, 2018 accompanies and updates Purdue University Global's application submitted May 10, 2018, to reflect a recent change to the delivery model of their Medical Assisting Certificate Program. Part of their Strategic Plan - Clear of changes in future part of on-line physical location – Nursing Program – no additional physical location

Following review of Purdue University Global Team Report and review of the Addendum, a motion was made:

MOTION by Wendy Ault, seconded by Jana Lapoint, and unanimously voted by those present to accept the addendum and recommend that the State Board receive the Team Report and the addendum at the October 10, 2018 Board meeting.

Meeting Handouts:

- 1) Draft Minutes – August 29, 2018 Meeting
- 2) Certification Data from Stephanie Fyfe
- 3) Addendum to the Purdue University Global Application for Authorization

Committee to Do List:

- 1) Receive one more update from Stephanie Fyfe regarding the Certification Data
- 2) Schedule a special meeting to be held on Tuesday, October 9, at 10:00 AM – Higher Education Update

The next Certification Committee meeting is scheduled for Wednesday, October 31, 2018 at 9:30 AM. The meeting will be held in room 538 of the Burton Cross State Office Building.

Adjournment:

The Certification Committee meeting adjourned at 12:04 PM.