

Professional Education Unit

PEU Meeting Minutes

September 1, 2011

Cowan Hall 300

4:00 p.m. to 5:00 p.m.

Present: Amy Bryant, Carol Reifschneider, Curtis Smeby, Darlene Sellers, Fred Smiley, Gregg Hester, Janet Trethewey, Jay Howland, Larry Strizich, Lisa O'Neil, Norton Pease, Randy Bachmeier, Rosalyn Templeton, Vaughn Rundquist, Vicki Hayes, Virginia Braithwaite

Absent: Bob Johnke, Charles Pollington, Darlene Bricker, Forrest Towne, Greg Kegel, Jaakko Puisto, James Edwards, Jamie Underwood, Janice Brady, Joe Callahan, Joel Soiseth, John Foley, John Snider, Linda Miller, Pamela Wilson, Stacey Dolezal, Steve Hesske, Steve Lockwood, Thomas Welch, Vickie Clouse, Virgil Hawkinson, Will Rawn, William Swartz

I. Call to Order

The meeting was called to order by Provost Templeton at 4:00 p.m.

II. Approval of Minutes

a. Minutes were approved

III. Committee Updates

a. Assessment

a. Initial

- a. Carol gave a summary of the spreadsheet Stacey D. had been working on over the summer, putting in last year's graduates, this year's level II students and current level I's. All of this information was labeled. Praxis scores and general education GPA were color coded as to whether they met the content pedagogy and diversity. Green was passed, yellow was one point under and red was below.
- b. The group discussed who would be doing the updating and they suggested using Kevin Zoren since it needs to be done on a continuous basis. It was determined it could be discussed at a later date and noted that Kevin's role was Graduate Studies and Provost Office.
- c. It was discussed that there was missing data in the spreadsheet, a need for the evaluations from the instructor, supervisor and a numerical value needed for e-folios as part of the evaluation.

b. Advanced

b. Conceptual Framework

a. Initial

- a. Carol Reifschneider will send out new Conceptual Framework document – the original one that she sent out to faculty and adjuncts was just a summary for discussion with a graphic. In the past they pulled out the bulleted points and put into the syllabus.

b. Advanced

- a. Darlene, Stacey and a couple other faculty members put together the framework and data for the Excel spreadsheet and assembled all the graduates for 2010-11. They will also put in current students so they will have one year's worth of data by the end of fall. Darlene needs to meet with Kevin to get a timeline done and pull files together.
- b. The summary of conceptual framework is in the Counselor Education syllabi and they also put in program outcomes. It was noted that it is supposed to be published somewhere a student can actually find it. The group discussed what "published" meant and talked about the website and catalog. There was some confusion between unit outcomes and program outcomes. Every program on campus has to have outcomes.

IV. Action Items

a. OPI Visit-Carol Reifschneider

- a. Dr. Audrey Peterson – Team Chair will be here January 17-18, 2011, and Carol will request specific guidelines from Dr. Peterson about how they want the data.
- b. Carol and Norton will plan how they will prepare for the OPI visit and meet the standards. Rosalyn will give Carol letters that she and Joe have from past correspondence.
- c. It was noted that some of the work has already been done.
- d. We will need a self-study report to turn in prior to the visit.

b. NWCCU Update – Jay Howland

- a. The Core Themes workgroup still needs to complete the Core Themes, which is the same thing as the Year One Report. It will go out to faculty in a week or two for feedback.
- b. So far, nothing could be found that showed that Northern was authorized. They looked into the Constitution for State of Montana, but could not locate the authorization part. Rosalyn will make contact with some of her leads as well as Great Falls to see what they came up with for their Year One Report.
- c. We did not have to have a team visit this fall by NWCCU because they were pleased with the progress report. However, we have to do an addendum to the Year One Report, looking at assessment

and enrollment management. Lindsey will oversee enrollment management and Rosalyn will oversee the assessment part.

- d. Year one is due this year. Year three is due in two years; year five is due in three years. MSUN is supposed to be doing assessment every year but reporting at those specific times, so we will always have an internal ongoing assessment (4a2 and 4a3). Jay will send out NWCCU standard for assessment to the PEU members.
 - e. The BOR assessment was discussed, and programs should follow the BOR for program assessment...ongoing and continuous. However, the BOR review is of a program's viability and the numbers, but the OPI standards for assessment will work for NWCCU standards. The spreadsheet is a good tool, but the data needs to be utilized to be useful. The group discussed the spreadsheet having some data that is questionable...ethnicity? Birthdate? Gender? Perhaps some of the questionable parts could be used. Should also include transfer students, 2 +2's, ethnicity could be used along with 2+2, birthdays, and could measure traditional vs. nontraditional. Is there any possibility for FERPA violations? The group did not think so because the information was only used internally and not open to the public.
- c. HPE Search – Janet Trethewey
- a. The position was already advertised twice as an Instructor. There was discussion about revisiting the position requirements as an Assistant Professor instead of Instructor. Also, HR could run a search for a qualified person that ultimately wants a masters but will accept a bachelors with an understanding that by the time they get tenure, they have to have the degree completed – “growing your own” concept. Rosalyn will present to Executive staff for discussion.

V. Proposals

- a. There was a proposal to drop Psychology 515, and add Counseling 530 to meet CCREP 209 standards, which is the same class except for the updates. Motion approved by Norton and seconded by Janet Trethewey to move forward to College Meeting.
- b. There was an update to the submission of the 500-600 program changes that they were submitted to the Registrar and onto BOR.

VI. Discussion

- a. PEU Bylaws were discussed and noted that the group did not have the most updated version. The changes noted were adding Director of Field and Clinical and Dean of Extended Learning as voting members. Becky will send to Amy
- b. The need for a current Advisory Board was discussed and noted that Education Department would research historical past of such committees.

VII. Future Agenda Items

- a. Update from Norton and Carol regarding their plan for OPI
- b. Continuing Education

VIII. Adjourn

Meeting adjourned at 4:50 p.m.

(Minutes taken by Amy Bryant)