



Human Resource Directors' Meeting and Luncheon Meeting Minutes

Attendees

Mr. Glenn Hughes, Human Resource Director
Fort Benning DODEA Schools

Ms. Kathy Tessin, Human Resource Director
Muscogee County School District

Mr. Jeff Branham, Human Resource Director
Harris County School District

Mr. Roger Hatcher, Director
Center for Quality Teaching and Learning
College of Education and Health Professions

Ms. Kimberly Coryell, Administrative Assistant Council Secretary
Assessment and Accreditation
College of Education and Health Professions

Dr. Deidre Greer, Interim Dean
College of Education and Health Professions

Dr. Sallie Miller, Associate Dean for Assessment and Accreditation (Council Chair)
College of Education and Health Professions

Meeting Purpose

The primary meeting purpose was to review the *Memoranda of Understanding* for the three school districts. Secondary purposes were to continue to discuss and investigate the *Council for the Accreditation of Educator Preparation* (CAEP) Standard 4: Program Impact, and more specifically, the standard's subsets 4.3 Satisfaction of Employers and 4.4 Satisfaction of Completers as well as other topics as outlined below.

Part I

The Council Chair opened the meeting with a welcome and introductions.

The Council Secretary presented the meeting minutes (June 24, 2014) and asked for any further revisions. The minutes were approved without revisions.

The Interim Dean presented the Ed-Prep and Partnership organization charts to the Council. The Human Resource Directors' Council is displayed at the top of both the Ed-Prep and Partnership organization charts; thus, emphasizing the Council's overall importance to the College of Education and Health Professions.

Part II

The *Memoranda of Understanding (MOU)* was distributed to the three Human Resource Directors (Muscookee County, Harris County, and Fort Benning DODEA Schools). The Directors and other Council members discussed the documents as an informational item since the MOUs will be presented to the Superintendents in November at the Educator Preparation Program Council (EPPC). No recommended changes were noted at this time.

Part III

The Interim Dean and Council members discussed the *Employer and Alumni Surveys* and the Georgia Professional Standards Commission's future plans to provide this information to schools and institutions of higher education.


Members reviewed the Sample Database for the Employer and Alumni survey information (copies were distributed to members for their folders). The Chair will contact the Directors in early March 2015 to further discuss the needed data. If the district does not have a database for the CSU alumni, a survey (draft) will be sent to the Directors to secure the needed information. Note: This draft is attached to the minutes.

Satisfaction of Completers – Council for the Accreditation of Educator Preparation (CAEP) Standard 4, 4.4
4.4. The provider demonstrates, using measures that result in valid and reliable data, that program completers perceive their preparation as relevant to the responsibilities they confront on the job, and that the preparation was effective.

A tentative due date for providing the data to CSU was set for **May 1, 2015**.

Council members were provided a copy of CAEP Standard 4 –CAEP Conference PowerPoint Handout.

In discussing the Council for the Accreditation of Educator Preparation (CAEP) Standards, the Chair and council members again discussed the employment milestones (CAEP Standard 4, 4.3). The following form was developed and is attached for collecting the milestone information.

 **COLUMBUS STATE UNIVERSITY**

College of Education and Health Professions
Alumni Milestones

Council for the Accreditation of Educator Preparation (CAEP)
CAEP Standard 4, 4.4

School District _____

Human Resource Director's Report – Employment Milestones

Teacher / Name CSU Alumnus	Length of Service # Years	Employee's Title	Years of Service in Current Position	Other Accomplishments (Milestones); e.g., Promotion, Teacher of the Year, Academic Coach, RTI chairs, SST Chairs, etc.	School Name / Employer

Other Comments:

Note: During the June 24, 2014 meeting it was decided that, initially, this report will be submitted every three years, starting the 2014-2015 Reporting Year.
Please return this form to: coryell_kimberly@columbusstate.edu

Part IV

The Council discussed the Teacher Assessment on Performance (TAP) and the Education Teacher Performance Assessment (edTPA) assessments. Each council member was provided a State Wide Induction Model Alignment of State Assessments.

Agenda Items for the Next Meeting

- I. Interim Dean –Information on edTPA as a requirement for program completion.
- II. Human Resource Directors for Muscogee County and Harris County –Update on the Teacher Effectiveness Measure (TEM)
- III. Human Resource Director for Fort Benning DODEA Schools –To be added.
- IV. Director Center for Quality Teaching and Learning –edTPA Principals’ CSU Interview Questions
- V. Council Chair –Updates on Memoranda of Understanding and Ed-Prep Fact Books