General School ZOOM Meeting  
September 11, 2020 1:00-2:30 p.m. via Zoom

Present: Courtney Angelosante, Susan Bennett-Armistead, Rebecca Buchanan, Justin Dimmel, Donna Doherty, Faith Erhardt, Janet Fairman, Sara Flanagan, Debra Hogate, Sarah Howorth, Beth Hufnagel, Diane Jackson, Casey Kelly, Rich Kent, Mary Mahoney-O’Neil, Craig Mason, Tammy Mills, Mia Morrison, Dee Nichols, Eric Pandiscio, Tim Reagan, Deborah Rooks-Ellis, Asli Sezen-Barrie, Bryan Silverman, Valerie Smith, Erin Straine, Vi Thai, Shihfen Tu, Jane Wellman-Little

Call to order – 1:01 p.m.  
Approval of the minutes from May’s meeting – Approved  
Approval of the Agenda for today’s meeting – Approved

Welcome, Announcements, and Comments

1. News and announcements
   - Third floor hallway was redone over the summer.
   - We now have a Lightboard Studio on the first floor located in the former mailroom. Craig is learning how to use the equipment, and he will share that knowledge once set-up is complete.

2. Spring 2021 schedule
   - Changes to modality should be communicated by the end of September.
   - Maximum classroom size for face to face is 29 students.
   - Due to scheduling issues with F2F, hybrid, and remote courses, we should be looking at the modality of the courses which are in the same academic blocks or following each other.
- On MaineStreet, there is no “hybrid” designator for courses. It lists the time and classroom, but does not say hybrid course. It is up to the instructor to determine how they are going to structure their course to maintain classroom maximum occupancy for COVID-19 safety.

3. Update on placement and virtual teaching (Erin Straine)
   - There are concerns about the backlash involving the illegal copying of a Bangor 7th grade teacher’s lesson on Identity which was placed on a political web page. This is against state law.
   - FERPA violations are a concern for our student teachers who might be doing virtual lessons and remote teaching.
   - We have less than 20 student teachers this fall with the majority in the classroom. This is a concern with COVID-19.
   - All the EHD 400 and the CHF 304 placements are remote.

4. Homecoming weekend (October 16-18) – This will be a virtual event, with hopes that many alumni will join in (handout). If you are interested in providing a video, contact Casey for assistance.

5. Brag sheet – This is on-going. Be certain to click on the correct school when submitting your entries.

6. Branding - website and logo – Thanks to Casey, we now have a University logo for our School, and we hope people use it when disseminating information.

7. The 1st Internal College Newsletter went out via email today to faculty and staff. This is for our College only. Send any feedback to Casey Kelly.

8. New Resources web page (Janet Fairman)
   - Please submit resources for posting on a new web page that will provide outreach to the public in regards to research and teaching. This will benefit educators and families teaching at home.
   - The State’s Moose Web Site (Maine Opportunity for Online Sustained Education - https://www.maine.gov/doe/moose) is ongoing and developing resources from around the state, with objectives broken down by grade and subject content.

9. Social Studies Double Major (Eric Pandiscio) Today we approved changes designed to help students, particularly history majors, double major in Secondary Social Studies Education.

10. Special Ed: 4+1 agreement with UMA and Double-Up 4+1 (Sarah Howorth)
    - Both have been approved.
    - We have one student enrolled from the Machias program.

11. Chapter 115 update (Sara Flanagan) - This is still in the revision process, but the changes being reviewed include:
    - Making the teacher licensing process simpler.
    - Looking at additional ways for people to become licensed.
    Once this is completed, they will review Chapter 114 – Teacher Education Program

12. DOE Meeting (Mary Mahoney-O’Neill) - Executive Order signed by the Governor for emergency certification (handout). Stipulations include that the person must have a 4-yr degree or relevant experience to be determined by the Commissioner, the Praxis test is waived, and the person must be fingerprinted.
- One issue that might affect the School is if a student is enrolled in a teacher education program, they are eligible for the one-year emergency teacher certification at the discretion of the Commissioner.

13. EMCC New initiative – Learning Facilitator (hand out) – A Boot camp with a series of workshops on different topics. After completing the boot camp, one can be hired by schools to help in classrooms.

14. Sabbatical leave update – FY22 request are due by March 2021 if you are eligible.

15. Travel funds
   - We still have the same amount as previous years.
   - If you have virtual conference fees, travel funds can be used.

16. Faculty searches
   - The two fixed-length Visiting Assistant Professor positions have been canceled.
   - Literacy / Reading Recovery faculty position (Tim Reagan & Susan Bennett-Armistead)
     - At a request from the President, a search will begin for a mid-career tenure-track faculty to take over as the Director of the UTC once the position is approved.
     - The Search Committee will be chaired by Tim Reagan and Susan Bennett-Armistead, and members include Sara Flanagan, Asli Sezen-Barrie, and Craig Mason.

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**Reports and Updates**

1. COVID-19 related matters
   - Class and classroom:
     - Classrooms feel clean and safe.
     - The students have been compliant with COVID-19 safety restrictions.
     - The students have been very engaged in the online part of the courses.
     - Attendance has been good.
   - From the Dean of Liberal Arts, there is an information grid for instructors on “what to do” in regards to COVID-19 issues (handout). Only the Associate Dean will be notified if there is a problem. This is a concern for the instructors.
   - Define Tomorrow proposals – For step 1, they had over 250 ideas submitted. Step 2 will involve smaller groups working with these ideas. There is a committee working on this process.

2. Accreditation:
   - CAEP – (Mary Mahoney-O’Neil) The report should be accessible by tonight, and they were told any issues or concerns should be easily addressed.
   - NECHE – There will be Learning Outcomes questions for Program Coordinators.

3. Graduate Student Scholarship Committee (Chair: Janet Fairman) – Based on feedback, the committee (including Sara Flanagan, Beth Hufnagel, Rich Kent, and Shihfen Tu) has developed two forms for nominating grad students: Notice of Intent
to Nominate and the Nomination Form (handouts). There is a short turn-around on many of these awards, so pay attention to due dates.

4. Faculty Advisory Council (Tim Reagan & Asli Sezen-Barrie) – They have not met yet this semester. First thing on the agenda is the College awards.

5. Faculty Senate (Dee Nichols & Asli Sezen-Barrie) –
   - Students with incomplete grades can still access Blackboard until October 12.
   - Phase three testing is beginning. It is the random sampling of student, faculty, and staff for COVID-19.
   - The process for forming a search committee for the Dean Search has begun.
   - KPE and Athletic Training cannot sustain a Faculty Senate representative this academic year. We will need to find a college-wide representative.

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**Old Business**

1. Graduate Student Recognition – Tabled until the next meeting.

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**New Business**

1. IRB (Janet Fairman) – Tabled until next meeting.

General meeting adjourned at 2:38 p.m.
Course/Certificate Approval

1. Special Education Graduate Certificate – Assistant Special Education Administration (Sarah Howorth)
   - All four courses exist now- Two Special Education courses and two Ed Leadership courses.
   - To become a full administrator, five additional courses would be required.

   Vote: Yes – 20, No – 0
   Approved to send to the College Curriculum Committee.

2. EHD 546 – Teacher Leadership in Schools and Communities (Tammy Mills)
   - It is currently being taught as EHD 590
   - This course is teaching teachers to lead from the classroom.
   - This is the third course in the Teacher Leadership concentration. Students do not need to take them in any order.

   Vote: Yes – 20, No – 0
   Approved to send to the College Curriculum Committee.

Faculty meeting adjourned – 3:02 p.m.

Future School Meetings: 10/16, 12/11, 2/5, 3/5, 4/30