

Academic Planning Committee Meeting Minutes

Friday 9/12 @ 10:45 – 11:45

Teacher Education Center Room 208

Members:

- Regina Robbins
- Dr. Rose Cavalcante
- Christina Esquibel
- Tamara Trujillo (Chair)

1. Selection of recording secretary

- Tamara agreed to record minutes for this meeting and henceforward the membership agreed to take turns recording minutes.
- Members of the committee recommended that we invite Dolores Martinez to take minutes for our next meeting.

2. Academic Planning Committee Charter

- Tamara presented the draft of a committee charter for review.
- The membership will review it and provide feedback at our next meeting.

3. The membership reviewed the following projects, and determined their priority.

- The deadlines and persons responsible will be determined in future meetings.
- The membership prioritized the following projects except for the spring 2015 Schedule Project.
- Membership discussed that the COE Schedule is a project that is usually facilitated by the Dean. The members agreed that the COE Schedule should be developed to follow the scope and sequence that has been developed.
- The membership agreed that the website also needs updating. We need to obtain clarification as to who will be working on the website and to whom we should forward the COE Handbook and publications for the NNMC Website.

Priority #1: COE Handbook

- The committee spent time working on G.) Independent Study Section of the Handbook. See attached notes for details.
- The committee will work on M.) Candidate Growth Plan Section of the Handbook at our next meeting.
- The membership was going to provide an overall review of the entire draft of the handbook and bring edits to the next meeting.

- The membership would like the COE Dean to provide the final review.
- The membership discussed the fact that the handbook will be edited again once the AA/BA Degrees adhere to the 60-120 HED request i.e. courses and field placements required etc.
- The membership wants to publish an electronic copy of the handbook and place it on the website in draft form and print a limited number of hardcopies for the unit.

Priority #2: AA/BA Degrees edited to adhere to the 60-120 HED request

- The membership believed that this project would require the COE to obtain approval from the NNMC Curriculum Committee and other NM state approving agencies.

Priority #3: Publications i.e. brochures

- The membership did not discuss this topic as the handbook took considerable discussion.

Priority #4: Survey of Early Childhood Centers

- The membership discussed that the survey needs to be edited and provided to a sample number of pueblo and non-pueblo early childhood centers. We would come up with a short list of early childhood centers at our next meeting.
- Regina would help craft more effective survey questions to be administered to other early childhood centers.
- Tamara shared with the committee her visit to the San Juan Early Childhood Care Center.

Priority #5: BA in Early Childhood Education vs BA in Elementary Education with an ECE Major

- Rose presented her research regarding developing a BA in ECE. The table contained information regarding 4 different options. Please see attached document for further information.
- The committee will continue discussing these routes and determine the best plan of action.

4. Next meeting: September 16, 2014 from 2:30-3:30pm in the Teacher Education Center

Academic Planning Committee Meeting Minutes

Friday 9/16 @ 2:30 – 3:30

Teacher Education Center Room 208

Attended:

- Rose Cavalcante
- Christina Esquibel
- Tamara Trujillo (Chair)

Working Session:

- 1) Approval of 9/12/14 minutes and attachments
 - Members provided edits for the 9/12/14 minutes.
 - Minutes would be emailed and approved electronically.
- 2) Editing the ECE Survey to provide for more effective questions
 - Members recommended to wait for Regina Robbin's feedback regarding more applicable survey questions.
 - The members want to get this finalized so that more Early Childhood Centers can be surveyed.
- 3) Developing Candidate Growth Plan Policy for COE Handbook
 - Tamara provided documents that have been utilized in previous semesters and as part of the previous NCATE Accreditation Visit. The membership reviewed: an "Intervention Policy, a Candidate's Growth Plan, and an Intervention Agreement".
 - We determined that the Intervention Policy and the Intervention Agreement could be utilized by the field placement office and was not appropriate for developing a candidate growth plan and policy.
 - Membership reviewed the Candidate Growth Plan Form and we did agree that this form could be edited and utilized. We edited the Candidate Growth Plan Form. We determined that we could craft policy that is aligned with the use of this form.
- 4) Discussion of New Policy regarding AA in ECE Alumni
 - Membership began to discuss and develop a policy for course substitution.
- 5) Approval of charter
 - Membership provided edits to the charter.
- 6) Determine next Meeting
 - September 30, 2014 from 2:30-3:30 pm

Academic Planning Committee Meeting Minutes

Friday 9/30 @ 2:30 – 3:30

Teacher Education Center Room 208

Members Attended:

- Regina Robbins
- Rose Cavalcante
- Christina Esquibel
- Tamara Trujillo (Chair)

Working Session:

- 1) Approval of 9/16/14 minutes and attachments
 - Members approved the minutes and supporting documents.
- 2) Editing the ECE Survey to provide for more effective questions
 - Regina edited the initial survey to read more clearly.
 - Members approved the survey with the edits.
 - Christina volunteered to administer the survey to the San Juan and Nambe ECE Centers on Friday, Oct. 3, 2014.
- 3) Review and approve Candidate Growth Plan Form
 - Membership approved the form with edits from the committee. See attached form.
- 4) Develop Candidate Growth Plan Policy for Handbook
 - Membership reviewed, discussed, and edited the following policies in order to craft the Candidate Growth Plan Policy for Handbook: H.) Grade/Performance Intervention, and L.) Dispositions (Dispositions Checklist) Intervention.
 - The committee would like for the Grade/Performance Intervention Policy to be very similar to the Candidate Growth Plan Policy so the committee focused on editing H.) and L.)
 - The committee will be collaborating electronically on crafting the language for these above mentioned policies.
- 5) Set a time for submitting COE Handbook edits
 - The committee would like to have the COE Handbook to Dr. Vila by the end of October in the hopes of publishing it on the webpage by November of 2014.
- 6) Other
 - The committee also reviewed N.) Complaint Process and changed the focus to be Chain of Command. See attached.
 - The committee at the next meeting would like to address the following topics: 60/120 project and adjunct recommendations.
- 7) Determine next Meeting
 - October 7, 2014 at 2:30 – 3:30 pm

Academic Planning Committee Meeting Minutes

Tuesday 10/7/14 @ 2:30 – 3:30

Teacher Education Center Room 208

Members attended:

- Regina Robbins
- Rose Cavalcante
- Christina Esquibel
- Tamara Trujillo (Chair)

Working Session:

- 1) Approval of 9/30/14 minutes and attachments
 - Membership approved the minutes and attachments.
- 2) Determine a list of ECE centers and who will administer the survey to these centers.
 - Membership recommended surveying the following Early Childhood Centers: Family Learning Center (Espanola), Creative Kids (Espanola), Ohkay Owingeh Early Childhood Center (San Juan), Pueblo of Nambe Early Childhood Center (Nambe), Pueblo of Pojoaque (Pojoaque), Los Alamos (2 centers).
 - Rose will survey: Family Learning Center, Creative Kids, and Los Alamos (2 centers).
 - Christina will survey: Pojoaque. She has surveyed Pueblo of Nambe.
 - Surveys from San Juan and Nambe have already been collected.
- 3) Review and approve Candidate Growth Plan Form
 - Membership approved Candidate Growth Plan Form.
 - Tamara will ask Dolores to email the Candidate Growth Plan Form along with accompanying policy to COE Adjuncts this semester.
 - The Candidate Growth Plan Form will be explained to adjuncts as part of the Spring 2015 Adjunct Orientation.
- 4) Discuss 60/120 project and determine next steps
 - Rose provided her research and degree proposals in meeting the 60/120 credit hour requirement. See attachments.
 - Regina was going to the next Curriculum Committee to obtain clarification regarding the 60/120 credit hour guidelines.
 - Christina was going to research NNMC's general common core requirements; specifically which humanities courses could be excluded from the COE's (AA & BA) degree requirements. She found out that students are required to complete 15 credit hours in humanities.
- 5) Review schedule and discuss adjunct recommendations
 - Christina and Rose met to discuss adjunct recommendations.
- 6) Determine next Meeting
 - October 14, 2014 at 2:15 in TEC 208

Academic Planning Committee Meeting Minutes

Tuesday 10/24/14 @ 11 am – 12 pm

Teacher Education Center Room 208

Members Attended:

- Regina Robbins
- Rose Cavalcante
- Tamara Trujillo (Chair)

Working Session:

- Collect ECE Surveys and determine a deadline when the survey data will be aggregated -
 - The membership attempted to collect surveys by Tuesday, 10/21/14, but were unable to obtain surveys from all of the identified sites.
 - The membership submitted the surveys collected thus far to Regina so that she can begin aggregating the data.
 - The membership decided that we would extend the deadline to collect the surveys and provide them to Regina by 10/31/14.
 - The membership agreed that we should email information to potential AA in ECE students' regarding our ECE spring 2015 course offerings. Ten students were identified from the surveys we reviewed. Tamara and Regina will compose an email to these students which will include information on the TEACH Grant and the American Indian Scholarship opportunities.
- Discuss 60/120 project -
 - We need to adhere to NM PED Requirements of (50 credit hours) for the common core. We may not be able to reduce our General Education Requirements. We may need to add credit hours to our general education core to adhere to the NM PED Requirements.
 - We need to investigate whether we can substitute Pueblo Indian Studies for a humanities course or if we can substitute Math for Educators and Math and Science for Educators for Math and Science courses/credit hours – (from the general common core).
 - Regina will inquire with the NM PED about the flexibility with regards to humanities and science requirements and substitutions.
 - Rose has been researching the opportunity to create a different AA in Elementary Education Program. Students will have two options to choose from an AA in Elementary Education that is separate from the BA in Elementary Education. The BA in Elementary Education may require more credit hours.
 - We need to determine the impact of creating a separate AA in Elementary Education. Will this effect enrollment?
 - Tamara will ask Carmella if we can obtain data regarding how many students graduated with an AA in Elementary Education but did not continue pursuing a BA in Elementary Education.
 - Rose is working on the following degree plans: AA in Elementary Education (separate from the BA), AA in ECE, BA in ECE, and BA in Elementary Education.
 - Regina reported that the NNMC Curriculum Committee will require: foreign language (3 cr) and library research (1 cr) as part of the general common core.

- Handbook -
 - The committee needs to review and edit the handbook in more detail.
 - Look at Section VI. This section was provided to the APC by Kristy.
 - Regina suggested adding the American Indian Grant within the Org. Chart.

- Other
 - Regina is working on a health education endorsement (24 cr), which was written as part of the American Indian Grant that NNMC was awarded.
 - We need to inquire about the reading endorsement.

- 11/4/14, 2:30 – 3:20, TEC Room 208

Academic Planning Committee Meeting Minutes

Tuesday 11/4/14 @ 2:30 pm – 3:30 pm
Teacher Education Center Room 208

Members Attended:

- Regina Robbins
- Rose Cavalcante
- Christina Esquibel
- Tamara Trujillo (Chair)

Working Session:

- Approve 10/24/14 minutes.
- Update ECE Surveys and next steps
 - The membership decided to proceed and have Regina aggregate the data that collected. She will have ready for our review on November 18, 2014.
- Discuss 60/120 project
 - Discussion and Action: Regina researched information regarding NNMC's General Common Core. Regarding the history requirements, she found that Northern New Mexico College requires Western Civilization I and II. If the course has an HIS prefix we can accept it as meeting a requirement for history requirement(s). We are interested in replacing Western Civilization courses with Pueblo Indian Studies courses based on the College of Education's American Indian Grant initiatives. Matt Montano from the NM Public Education Department, recommended that we cross title our courses i.e. HIS/PIS. Rose was going to talk to David Barton about working with Mathew Martinez to cross title HIS with PIS courses so that we can offer the PIS courses as part of the general common core requirements for our A.A. and B.A. in Elementary Education (K-8) Program.
 - Discussion: The committee is interested in knowing if our B.A. in Elementary Education (K-8) teacher candidates have to take an additional 24 credits as part of the College of Education's humanities major. Currently when our teacher candidates complete their B.A. in Elementary Education (K-8) Degree they complete 50 credit hours in total. We could possibly look into offering 12 credit hours that are upper division humanities courses instead of 24.
 - Information: Regina also found out that the College of Education's Math or Math & Science courses can't be applied to the general education requirements because they have to be completed before entering the B.A. in Elementary Education Program.
 - Discussion: David Barton would like us to assist him to identify the instructors to teach: HSS 222, HSS 310 and HSS 410. In the past the College of Education as recommended persons to instruct these courses because the course syllabi should be created incorporating NM Teacher Competencies and Common Core Standards. This semester, Dr. Vila recommended that the H.S.S. courses remain with the Humanities Department.
 - Discussion and Action: When crafting our B.A. in Elementary Education we need to include 6 credit hours reading because it is a NM Public Education Department (NMPED) requirement and they are also required to pass the NES Reading Test. We also need to consider that the NMPED is also going to require teacher candidates to pass a new NES math and science content test. Christina will contact Pearson to obtain information on the math and science test content test for the committee. Christina will contact UNM to obtain their B.A. in Elementary Education K-8 Degree Plan as a reference for our committee.
- Handbook
 - Christina and Tamara will review Regina's edits on Friday, November 14, at 2pm.
- Next Meeting
 - November 18, 2014 from 2:30-3:30, TEC 208

Academic Planning Committee Meeting Minutes

Tuesday 11/18/14 @ 2:30 pm – 3:30 pm

Teacher Education Center Room 208

Members present:

- Regina Robbins
- Rose Cavalcante
- Tamara Trujillo (Chair)

Members not present:

- Christina Esquibel

Working Session:

- Approval of 11/4/14 Minutes
- Review Early Child Hood Center Data

Total number of surveys: 24

	#	%
Interested in A.A. in ECE	10	24%
Interested in B.A. in ED	15	63%
Birth through age 4	8	33%
Age3 through grade 3	5	21%
Elem K-8 plus ECE	6	25%

- Discuss 60/120 project
Discussion: We can't offer a B.A. in Elem. Ed with a major in ECE. There is interest in B.A. degrees. We want to continue discussion. Rose will present the degree programs to the committee at our next meeting.
- Handbook Report
Tamara and Christina met and reviewed Regina's suggestions. Tamara will edit the draft handbook to include the suggestions that were applicable. Kristy will review Regina's suggestions and provide us her edits by 12/11/14. Tamara will then compile Kristy's section (field placement section). Tamara will then email Dr. Vila the draft copy of the handbook without appendices. Appendices will have to be reviewed and attached after the break.
- Catalog – we are all reviewing course descriptions for catalog. We need to provide to Dr. Vila to create an errata sheet.
- Other
- 12/9/14 at 2 – 3pm at TEC Room 208

Academic Planning Committee Meeting Minutes

Tuesday 12/09/14 @ 2:00 pm – 3:30 pm

Teacher Education Center Room 208

Members present:

- Rose Cavalcante
- Tamara Trujillo (Chair)
- Christina Esquibel

Members not present:

- Regina Robbins

Working Session:

- Approval of 11/18/14 Minutes
- Discuss 60/120 project
 - We want to:
 - pursue modifying the A.A. in Elementary Education, see attachment.
 - Pursue modifying the B.A. in Elementary Education to include adding a “major” in ECE, in progress.
 - Maintain our A.A. in Early Childhood Education.
 - Eliminate
 - Christina will let us know by tomorrow if PED will allow us to provide lower level (100-200 level) courses counting towards a “major” in ECE.
- Handbook Report
 - Tamara has edited the handbook to include Regina’s suggestions. Kristy will edit her section with Regina’s suggestions and provide it to Tamara by 12/11/14. Kristy and Tamara will email Dr. Vila an electronic copy of the handbook excluding the appendices. Spring 2015 the appendices will be added.
- Catalog
 - We did not discuss.
- Student advising
 - We discussed the fact that some students have not had the opportunity to take the NMTA Basic Skills Assessment in order to pursue acceptance or continuance in their education program. The company providing the NMTA assessment is offering fewer test dates (twice a semester). The College of Education will provide a letter of agreement whereby the student agrees (via signature) to take and pass their NMTA Basic Skills Assessment by 5/15 or they will not be allowed to continue taking courses in the College of Education. During the spring 2015 semester, the College of Education will allow students to enroll in education courses towards their “major” until the College of Education has evidence of their passing the NMTA Basic Skills Assessment, then they can enroll in professional education coursework.
 - Tamara and Kristy will craft a letter of agreement for the student, which will require their signature.
- Last week in January, TBD. Tamara will email the members.