

Stakeholder Involvement: Meeting Topics and Actions
CAEP Standard 5; Component R.5.3

Date	Meeting Category	Meeting Duration in Hours	Meeting Host	Attendees	Purpose of Meeting	Brief Summary of Topics/Action Plans/Decisions made
8/13/2020	Program Coursework	2.0	Robichaux and Williams	Education Professions Faculty (EDPR)	Field Experiences, internship and practicum experience expectations and planning	Reviewed what field experiences, internships and practicum experiences will look like in the upcoming semester with COVID-19 protocols in mind. Reviewed virtual simulation software: Mursion and simSchool. Discussed Educational Impact videos for field experiences.
11/2/2020	Program Coursework	1.0	Educational Impact	Education Professions (EDPR) Faculty; Education Programs Advisory Council (EPAC) faculty	Informational meeting on using videos from Educational Impact and how to incorporate the videos into coursework for field experiences and supplementation.	Overview of Educational Impact; Explanation of video library; Samples of topics and information available; Faculty can send syllabi to Ed Impact and they will recommend appropriate videos based on course content and objectives.
11/2/2020	Program Coursework	0.5	Robichaux	Strategic Planning Team	Discuss the Swivl account options for spring 2021 semester	We will set up a meeting with Kelvin from Swivl to clarify what each type of account entails. We want to make sure that students can upload videos to accounts that can be accessed and graded by faculty as we move into the spring 2021 semester. We have requested a meeting for Thursday, November 5.
11/2/2020	Quality Assurance	0.5	Ogea	Dean, Department Chairs	Discuss and ensure that we are familiar with Workflow access and functions.	MSU workflow was discussed and examined via shared screen; Student Academic Plans were discussed
11/2/2020	Program Coursework	0.5	Educational Impact	Education Professions Faculty	Introduction and access to use of Educational Impact Library	Discussed access (ie. passwprds /user names), how EI works, that syllabus need to be submitted and that this is support offered in alignment with US Prep
11/4/2020	Program Coursework	0.5	Educational Impact	Education Professions (EDPR) Faculty; Education Programs Advisory Council (EPAC) faculty	Understanding alignment of video content to syllabi	Discussed how video selections are determined for course alignment; Noted some content areas have minimal videos available that directly apply (music, business, etc.), but can incorporate core competencies of all educators.
11/5/2020	Program Coursework	1.0	US PREP	Strategic Planning Team and US PREP	Agree on purchasing of Swivl license through US PREP funds	Compiled a list of which faculty will need Swivl accounts and which licenses would be appropriate.
11/17/2020	Continuous Improvement	2.0	Ogea	Dean, Education Professions Faculty	Discuss administrative and continuous improvement topics including grant funding and program progression	Grants: Robotics lab/grants/Ed partnerships, Teacher Residency/pay/grant funding; Consideration to hire ELEM instructor; Review of Secondary Math applicant resume; EDUC 216 scheduling, removal of SPED 320 to be replaced with EDUC 315(?), Confirmed that majority of MED CI have 9 hrs in summer
12/1/2020	Continuous Improvement	1.5	US PREP	Strategic Planning Team and US PREP	Planning for spring semester	Discussed Residency pilot candidates for the spring 2021 semester; Brainstormed professional development topics; Identified meetings for Spring 2021; Set additional Dec meeting
12/3/2020	Quality Assurance	2.0	Ogea	Strategic Planning Team	Weekly Strategic Planning Team meeting	Discussed possible new hires, consideration of virtual faculty, grading (I, W, WN, F) and whether students could withdraw after requesting an I. Discussed a short faculty meeting for 12/8 to touch base about final grades and data for the semester. Discussed residency and placements in TX for multiple music students. Discussed best ways to collect/track/not "miss" students as they progress through the program.
1/7/2021	Quality Assurance	2.0	MSU Office of Institutional Research and Effectiveness	Office of Institutional Research Representatives, Deans, Department Chairs	Informational workshop for deans and department chairs on responsibilities and policies	Topics included: Policies related to dean/department head responsibilities, faculty employment, curriculum and course development, University syllabi, Academic Integrity, dual enrollment, and assessment; General education course redesign; Quality Enhancement Plans; Argos report access; Faculty workload process; IRE website and data request form
1/20/2021	Continuous Improvement	1.5	Ogea	Strategic Planning Team	Weekly Strategic Planning Team meeting	Discussed revisions to the curriculum/lesson plan course; CAPE Self-Study preparation for interim advanced programs site submission and full site visit in fall 2024
1/25/2021	Program Coursework	1.5	Williams	Education Professions instructors for Master of Education research courses	Discuss research course progressions	Discussed IRB process, course content, and current students
1/25/2021	R.5.3: Stakeholder Involvement	1.5	US PREP and Williams	US PREP team; Education Professions Faculty; Mentors from P-12 schools;	Review High Quality Feedback and POP Cycle for Observations of teacher candidates in residency	Discussed the importance and purpose of the POP Cycle process & high quality feedback; Defined High Quality Feedback; Identified purpose for and what should take place in each step of the POP Cycle.
1/25/2021	Professional Development	1.0	Ogea	Dean, US PREP team, Education Professions Faculty	Education Professions Faculty Meeting; US PREP Relaunch	Discussed the layout of the Residency Model, reiterated the purpose of the POP Cycle and worked on examples of highquality feedback
2/2/2021	Program Coursework	1.5	LeBreton	MSU SPED Faculty	Review and make adjustment and correction in Moodle for SPED courses	Worked in Moodle, updated rubrics, aligned assignment titles to assessments; Discussed faculty data form submission; Discussed SPED and student understanding of IDEA, expectations for certain assignments

2/3/2021	Professional Development	1.0	Williams	Education Professions Tech Faculty; Director of Clinical Practices and School Partnership; Department Chair; Swivl Representative	How to set up SWIVL/account	Explained how to set up a SWIVL account correctly and the process for ensuring confidentiality contracts are signed.
2/11/2021	Completer Satisfaction	1.0	LeBreton	KDP representative; faculty sponsor for KDP	Training #1: Faculty New organization training	Discussed issuance of chapter name and Greek letters; induction, finance, Initiation (virtual); Key notes and Administrative speakers
2/24/2021	R.2.2: Clinical Educators	1.0	Angela LeBreton	Search Committee; EOE Officer	Applicant review and final selection for interviews	Reviewed committee members and selected top four applicants for interviews
3/21/2021	R.5.4: Continuous Improvement	1.5	LeBreton	SPED Faculty	Review SPED course content and student concerns in SPED 443. Reeview, discussion and practice for Unlock Education	Reviewed SPED course concerns from candidates; Created a plan to address concerns; Plan to streamline and finalize assessments and other components in SPED coursework in summer 2021 to reduce the number of major assessments from 7 to 3; Reviewed content, discussed, and practiced for Unlock Education presentation.
3/22/2021	R.5.3: Stakeholder Involvement	1.0	Seal	Dean, Director of Clinical Practice and School Partnership, Site Coordinator, P-12 personnel, and US PREP Team	Shared Governance	Reviewed POP Cycle #1 data from pilot residents in spring 2021 and together determined trends and highlights; Solicited feedback on what was going well, Named additional support did residents need that could be addressed in seminars; Discussed co-teaching data; Named additional support suggestions for mentor teachers
3/24/2021	R.5.3: Stakeholder Involvement	4.0	US Prep	US PREP Coalition Cohort III members (multiple universities across the US); US PREP team; MSU Faculty from methods courses (ELA, Social Studies, Science, Math); MSU Site Supervisor; Director of Clinical Practices and School	US PREP Curriculum Design Retreat; Equity in Curriculum design for SPED/Early Literacy and overall action plan for growth;	Action plan created with district partner to move programs forward and ensure equity for separate content areas and Education Professions as a whole.
3/25/2021	R.5.3: Stakeholder Involvement	1.0	LeBreton	MSU SPED and MED Faculty; District SPED personnel	Seeking input on district needs related to professional development for teacher candidates and current P-12 teachers.	Discussed the district needs for professional related to teacher candidate and current P-12 teachers to better support special education students using content, instructional strategies, and co-teaching practices
3/16/2021	R.3.1: Recruitment R.3.2: Monitoring and Supporting Candidate Progression	1.5	LeBreton	SPED Faculty	Prepared Unlock Presentation; Reviewed and discussed advising info	Worked on Unlock Presentation Reviewed and discussed advising info
6/1/2021	R.5.3: Stakeholder Involvement	1.0	Seal	Dean, Director of Clinical Practice and School Partnership, Site Coordinator, P-12 personnel, and US PREP Team	Shared Governance	Discussed the data collected from the pilot group of residents in the spring 2021 semester and growth from POP Cycle #1 to POP Cycle #2; Plans to better support both residents and mentors moving forward.