



**Certification and Higher Education Committee**  
Maine State Board of Education  
Minutes of the August 29, 2018 Meeting

The Certification and Higher Education Committee held a meeting on Wednesday, August 29, 2018, at the Department of Education in Augusta. The following were present: Committee Chair Jane Sexton; Wendy Ault; and Wilson Hess; (Board Members). Jaci Holmes, Federal and State Legislative Liaison; Jason Libby, Higher Education Specialist; and Mary Paine, Chief of Planning and Implementation; (Department of Education) and Mary Becker, State Board Secretary Associate.

Chair Jane Sexton called the meeting to order at 9:40 AM.

MOVED by Wendy Ault, seconded by Wilson Hess, and unanimously voted by those present to accept the July 18, 2018 minutes as written.

**Rule Chapter Updates:**

***Chapter 115, PII – Certification, Authorization and Approval of Education Personnel:***  
*(Jaci Holmes)*

- Chapter 115, Certification Rules – Tentative Schedule for APA Process 2018:
  - File with Secretary of State – October 15, 2018
  - Post in Secretary of State Newspaper Ad and on Department of Education Priority Notice – October 25, 2018
  - Public Hearing – November 13, 2018 (20 days after posting)
  - Comment period ends – December 3, 2018 (20 days following the public hearing – 40 days from posting date)
- Opportunities for updates on this rule:
  - Committee Meetings
    - September 26, 2018 – rule drafted – what type of document to present to the full State Board
    - October 31, 2018 – file after October 10 State Board meeting – DOE Priority Notice
    - November 28, 2018 – Certification and Higher Education Meeting of State Board – three days before closing of comments
      - Review of the summary of comments received to date and any changes recommended to the rule
      - Vote by the Committee to recommend Provisional Adoption by the full State Board of Education
      - Send the rule materials to Sarah Forster for legal review following the close of comments and the Committee’s review on November 28, 2018

**Chapter 13, Qualifying Examinations for Teachers, Educational Specialists and Administrators:** *(Jaci Holmes)*

- Committed to schedule to begin in March – leaves time for graduates in early June
  - Early to Mid-March – scores from ETS
  - Late March – review scores with Committee
  - April – Propose regulation to State Board
  - File with Secretary of State of Maine
  - May – Hearing and Comment Period
  - June – Final adoption after Board approves

**Certification Office Update:** *(Jason Libby for Stephanie Fyfe)*

MEIS Data from Stephanie Fyfe:

- Overview:
  - Office is averaging 250 calls and up to 500 per day
  - 750 emails in the Certification inbox for the month – each specialist receives approximately 30 per day
  - 1,447 new applications in August
  - 2,026 applications closed in August
  - Phone ques are lengthy
  - Walk-ins at the Certification Office have been canceled
  - One staff member out on medical leave and another going out soon
  - One staff vacancy

**Higher Education Update:** *(Jason Libby)*

No date or time has been set for the next TEAME Review

**University of Maine Farmington (UMF) Review**

- Report submitted to Committee members – both CAEP and State reports for review

**Other Reviews**

- Maine College of the Arts
  - October 21 to 24 – Master in Arts Program
- Husson University
  - December 2 to 5 – Board Observer is Martha Harris
- Eastern Maine Community College
  - Have not submitted materials to date
- Purdue Global's Team Report of Findings was received by the Committee and will be reviewed at the September 26 meeting.

**Chapter 114 Annual Review Template**

- Committee received an annual review template
- Data gathered would be for the 2015/2016 year
- Limitation with the April 7 deadline as outlined in Chapter 114 – confines the EPPs to report on the previous academic year, not the year in the midst of completing.

MOTION by Wilson Hess, seconded by Wendy Ault, and unanimously voted by those present to recommend that the State Board of Education approve the Committee's interpretation that the annual review form would survey the period between September 1 to August 31 for the purposes of data collection as required by Chapter 114.

## **Strategic Planning:**

- I. Strategic Plan Goal 2.1 – Discuss the “observation” role of State Board Members
  - a) Preparation for board observers:
    - a. Angel Loredo presented (PowerPoint) to the full Board “The Role of the State Board Observer at Educator Preparation Program Reviews” on July 6, 2016.
      - i. SBE new members since presentation
        - o Amy Arata – 4/24/17
        - o Wendy Ault – 10/30/17
        - o Fern Desjardins – 4/30/18
    - b. Certification and Higher Education Committee Members assure that a trained observer attend each review
    - c. Observer be a member of the committee and if not a member, observer be present when the committee reviews the report – three or four reviews per year
    - d. Training to include review of handbook and standards in Chapter 114, and review of self-study
    - e. Workshop session at the August Board Retreat
- II. Strategic Plan Goal 2.2 – Progress report for on-line teacher certification/re-certification process
  - a) The Department held a soft rolling out of the new online certification system. The CTE Office is currently processing applications, then once the system is working well, then it will open-up to the two pilot schools – Bangor and Gorham. It took a little longer due to security issues that needed to be resolved.
- III. Strategic Plan Goal 2.3 – Review of Chapter 13
  - a) Sarah Forster indicated that the State Board maintain Chapter 13 regulation for the cut scores for the PRAXIS exams.
- IV. Strategic Plan Goal 2.3 – PRAXIS – when do we want to have information on and who will gather information for Board presentation?
  - a) Need further discussion on PRAXIS
  - b) Malik McKinley, ETS, and Robert Hasson presented to the SBE on PRAXIS at the October 12, 2016 meeting held at Maine Academy of Natural Sciences (MeANS) in Hinckley.
    - i. SBE new members since presentation
      - o Amy Arata – 4/24/17, Wendy Ault – 10/30/17 and Fern Desjardins – 4/30/18

## **Review and Discussion of Reports by Committee:**

### ***University of Maine at Farmington (UMF)***

Both the CAEP (Council for the Accreditation of Educator Preparation) report and the State Team report were received by the Certification Committee in July. The Committee reviewed both reports and recommended that the full Board receive the reports at the September 12, 2018 meeting.

**Meeting Handouts:**

- 1) Draft Minutes – July 18, 2018 Meeting
- 2) University of Maine Farmington Report – CAEP and State
- 3) 2018 EPP Annual Report Template

**Committee to Do List:**

- 1) Annual Report from Each College – Bring to full SBE for approval in September
- 2) University of Maine Farmington (UMF) report to full Board for receipt in September – CAEP and State
- 3) Review Purdue Global Report of Findings and discuss at September Committee meeting

The next Certification Committee meeting is scheduled for Wednesday, September 26, 2018 at 9:30 AM. The meeting will be held in room 538 of the Burton Cross State Office Building.

**Adjournment:**

The Certification Committee meeting adjourned at 11:46 AM.