

Evidence 2023.5.3.1a EPP Faculty Meeting - Data Day Examples

Evidence Overview

The document is a compilation of meeting records from August 2021 to the present.

CAEP Standards Alignment

Initial

Advanced

5.3.1

The Evidence

The document is a compilation of meeting records from August 2021 to the present.

University of Puerto Rico
Mayagüez Campus
TEACHER PREPARATION PROGRAM

FACULTY MEETING

Minutes of the Regular Faculty Meeting
Held on Thursday, August 26, 2021, via the "Google Meet" platform.

PRESENT MEMBERS:

Prof. Antonio Santos
Ms. Grisell Botti
Prof. Mayra Bellido
Dr. Carmen Bellido
Prof. Ismael Acosta
Dr. Rebeca Orama
Dr. Grisel Rivera
Dr. Janette Ferrer
Dr. Santiago Méndez

EXCUSED MEMBER:

Dr. José Ferrer

The meeting began at 10:43 a.m., presided over by Dr. Rebeca Orama Meléndez, Interim Director of the Teacher Preparation Program.

WELCOME FROM THE TEACHER PREPARATION PROGRAM (TPP) DIRECTOR

Dr. Rebeca Orama Meléndez welcomed everyone to the first semester of the 2021-22 academic year.

IMPORTANT INFORMATION

Dr. Orama mentioned that new student enrollments for the program's courses were still being processed. Therefore, some discrepancies might be found between the number of students initially registered and those being added.

APPROVAL OF THE MINUTES FROM APRIL 27, 2021

Ms. Grisell Botti pointed out that on page five, in the report related to purchases and physical plant, when listing the projects concerning the Physical Plant, the section mentioning the evaluation of Room 105 in the Sánchez Hidalgo Building should be corrected. It should indicate that the evaluation was for the Sánchez Hidalgo Building.

Dr. Santiago Méndez made a motion to approve the minutes with the noted correction. The motion was seconded by Prof. Mayra Bellido and approved unanimously.

COURSE ENROLLMENT

Regarding this point, Dr. Rebeca Orama noted that there was an excellent number of enrollments and expressed her gratitude to her team (Prof. Ismael Acosta Caraballo, Ms. Grisell Botti Nieves, and Ms. Madeline I. Cabán Vélez).

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

Prof. Ismael Acosta presented a report summarizing the course offerings, the number of sections and codes, modalities, and the number of students enrolled. He noted that although the information was obtained from Schedule B, it could change due to administrative enrollments that, as Dr. Orama mentioned, were still being processed.

Currently, 56 students are enrolled in the Teaching Methodology course.

Prof. Acosta also mentioned the number of sections each professor was assigned.

PLACEMENT OF METHODOLOGY AND PRACTICUM STUDENTS

Dr. Carmen Bellido commented that it has been a busy semester. Not only are there 56 students enrolled in the Methodology course, but there are also 7 students enrolled in the Teaching Practicum. Work is underway to place these students so they can conduct their required classroom observations in schools.

Dr. Bellido reported some of the challenges encountered:

- Many students registered when the courses were online, and now they are having difficulty attending schools in person.
- After finding potential schools for placing most of our candidates, some have announced that they might close due to the high volume of COVID-19 cases.

Considering these different situations, students are being prepared for both modalities (virtual and in-person).

- Some students have not been able to get vaccinated for medical reasons. A protocol has been established to address such cases.
- Students who have difficulties visiting schools in person are being reassigned to schools that have closed and are offering remote classes.
- To visit the schools, students need a medical certificate. There was a case of a student who could not get vaccinated because she had recently had COVID-19. Dr. Grisel Rivera obtained the contact information for Dr. Gloribel Ortiz, the campus epidemiologist. Dr. Ortiz has some leftover tests from a previous project and offered to provide the student with the test. She made herself available for the student to come to her office weekly for testing. Dr. Ortiz also mentioned that the campus purchased 4,000 tests, which are expected to be available soon. Dr. Bellido indicated that in case a similar situation arises, the protocol should be followed.

Prof. Josué Martir Dávila, from Kinesiology, along with Dr. Diana Rodríguez and Dr. Christian Martínez, are assisting the teaching practicum students in that department. Prof. Martir is also helping place the Methodology students from that department. Dr. Carmen Bellido also mentioned that Kinesiology has technological equipment available for students to use if necessary.

COOPERATING TEACHER CERTIFICATION COURSE

Dr. Carmen Bellido reported that five (5) cooperating teachers are requesting the course because they do not have the certificate or it is expired. An arrangement was made with the Division of Continuing Education and Professional Studies (DECEP) for cooperating teachers in our program to take the course for free.

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

HELP WITH THE MOODLE PLATFORM

Prof. Mayra Bellido informed that videos of her Moodle courses were uploaded to YouTube. They are easily accessible. If additional information is needed or the videos need to be sent, contact the Distance Education Resource Center (CREAD).

Dr. Rebeca Orama suggested scheduling a meeting for both groups (faculty and students).

WORKPLACE SAFETY AND PROTOCOLS

Ms. Grisell Botti, TPP Administrative Officer, explained the steps taken to understand and detail the campus's safety protocol. She used information obtained from the Health and Safety Office and adapted the protocol to the TPP. She noted that no official protocol was found, so the established processes may change.

Dr. Rebeca Orama commented that TPP faculty members should be flexible with student attendance when they are absent due to health issues, as it is unknown whether it could be COVID.

Ms. Botti mentioned that a plan was developed with the maintenance supervisor and coordinated with the maintenance staff to address classroom hygiene, including placing hand sanitizer in dispensers.

Dr. Grisel Rivera reported the materials and equipment she has purchased and the cleaning and disinfection process for her classroom. Other faculty members also mentioned some of the procedures they follow.

Dr. Orama informed about the Department of Education's requirements to enter schools. Students conducting observations must obtain three (3) certificates: 1. Law 300, 2. Criminal Background, and 3. Health. To obtain the Health Certificate, the COVID-19 vaccine is required.

Once the student has the certificates, they must submit them to their university supervisor, with a copy for the TPP, and then deliver them to the school principal. These documents are valid for one year, so those currently in Methodology can use them next semester for the Teaching Practicum. Those students must also wear their TPP uniform shirt, which costs \$20. Only students who are already teaching and whose schools have an established uniform are exempt.

2020-21 STATISTICS

Dr. Rebeca Orama mentioned that although she had prepared a PowerPoint presentation with all the statistics, she decided not to use it because the latest forms used for the statistics did not have updated information on the seminars or office staff, making the data incorrect.

PCMAS AND THE ADVISORY COMMITTEE OF THE PUERTO RICO DEPARTMENT OF EDUCATION

Dr. Rebeca Orama reported that 98% passed the PCMAS. The Assistant Secretary of the Department of Education appointed us as members of the Advisory Committee.

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

NEW BUSINESS

IMPACTO EDUCATIVO JOURNAL

Dr. Rebeca Orama thanked Dr. José Ferrer and Prof. Mayra Bellido for their excellent work with the journal.

Prof. Mayra Bellido thanked everyone who contributed to the project. She also announced that someone was hired to index the journal so that a link can be added for access. Prof. Bellido also mentioned that a call will be made to attract more contributors for the next issue in January. Dr. Grisel Rivera suggested setting specific dates for article submission and journal publication.

VACANCY IN THE TPP PERSONNEL COMMITTEE

Dr. Rebeca Orama announced that Prof. Efraín Gracia was taking sick leave to exhaust his days and would retire once the leave was over.

Although Prof. Gracia expressed that he did not wish to have any special events, there is much to thank him for. He is a person with a significant history, and his efforts over the years should be acknowledged.

Dr. Santiago Méndez agreed that Prof. Gracia had a significant career and should be recognized.

Dr. Orama stated that due to Prof. Gracia's retirement, his position on the TPP Personnel Committee would become vacant. Therefore, a new member must be appointed to the committee.

Dr. Orama proposed that Dr. Carmen Bellido Rodríguez replace Prof. Gracia. There were no objections, so Dr. Bellido will take the position on the TPP Personnel Committee.

Dr. Orama recommended that Dr. Janette Ferrer submit a portfolio for her promotion to Full Professor.

FACULTY EVALUATIONS

Dr. Rebeca Orama informed that Dr. Santiago Méndez, Prof. Mayra Bellido, and Prof. Ismael Acosta would soon be visited for evaluations. Evidence of their work and progress is required. The TPP Personnel Committee conducts evaluations and makes recommendations to Dr. Orama.

SCHOLARSHIP FOR FUTURE TEACHERS

Dr. Carmen Bellido announced that Dr. Rosa Martínez Cruzado of the Retired Faculty Association informed them about a \$1,000.00 scholarship that will be awarded to future teachers.

The criteria are being developed, and a list of candidates will be prepared. Students with good academic standing and financial needs who are committed to teaching as teachers or professors will be evaluated and interviewed.

Dr. Santiago Méndez mentioned that he would share the information with the Future Teachers Association.

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To recommend students, please contact Prof. Ismael Acosta or Dr. Carmen Bellido.

MEETING CLOSURE

The meeting ended at 11:58 a.m.

Prepared by: Madeline I. Cabán Vélez

Reviewed by: Dr. Rebeca Orama Meléndez, Prof. Ismael Acosta, and Ms. Grisell Botti.

**University of Puerto Rico
Mayagüez Campus
TEACHER PREPARATION PROGRAM**

FACULTY MEETING

Minutes of the Extraordinary Faculty Meeting
Held on Friday, December 3, 2021, via the "TEAMS" platform.

PRESENT MEMBERS:

Prof. Antonio Santos
Ms. Grisell Botti
Prof. Mayra Bellido
Dr. Carmen Bellido
Prof. Ismael Acosta
Dr. Rebeca Orama
Dr. Grisel Rivera
Dr. José Ferrer
Dr. Santiago Méndez

EXCUSED MEMBER:

Dr. Janette Ferrer

The meeting began at 10:03 a.m., presided over by Dr. Rebeca Orama Meléndez, Director of the Teacher Preparation Program.

ENROLLMENT FOR TEACHER PREPARATION PROGRAM (TPP) COURSES

The number of students enrolled in each TPP course for the second semester of the 2021-22 academic year was mentioned. Sections that were opened due to some courses reaching full capacity were reported, as well as those that needed to be closed due to low enrollment.

Some comments made regarding this topic were as follows:

- Many courses start to fill up during the adjustment period. An example is the Professional Improvement courses.
- A large number of students are waiting to see what happens with classes this semester.
- The situations this semester have been unusual, including enrollment. There were sections that usually filled quickly in previous semesters, but this semester only had 12 or fewer students enrolled.
- One problem with closing sections prematurely is that some students are left without courses that are prerequisites, which delays their progress.
- Several students have struggled and are negotiating for in-person courses because the online courses have not met their needs and have not been effective for them.

Dr. Rebeca Orama expressed that other departments are facing similar issues, and she fought to prevent courses from being closed too quickly. She even wrote to the dean. After several discussions, the Dean of Academic Affairs reconsidered the situation.

Dr. Orama also informed the group about the arrangements being made to ensure that all TPP faculty members have at least their full teaching load.

RECERTIFICATION OF DEPARTMENT OF EDUCATION TEACHERS - VIA RUMEX

The courses that will be available to offer under the RUMEX modality must be reported. The Division of Continuing Education and Professional Studies (DECEP) will provide additional compensation to professors who offer these courses. Ms. Ivelisse Negrón, Assistant Director of DECEP, will manage the contracts.

These are five (5) hour courses. Three (3) hours can be delivered, with two (2) additional hours dedicated to tasks students can complete.

Compensation will be based on the professor's academic degree.

Dr. Santiago Méndez, Prof. Mayra Bellido, Dr. Grisel Rivera, and Prof. Ismael Acosta confirmed their availability. Dr. Carmen Bellido stated that due to the number of projects she is currently involved in, she will only be available if it is absolutely necessary.

DISCUSSION REGARDING THE MODALITIES THAT THE FACULTY WILL ACCEPT TO OFFER TPP COURSES

Dr. Rebeca Orama summarized how the TPP began with online course offerings. In 2019, when Dr. Janette Ferrer was the director, during an extraordinary faculty meeting, it was approved that all courses would be offered in all modalities, including distance learning. At that time, Dr. Orama opposed the decision, explaining that the Methodology course should always be conducted in person, except in extreme circumstances. Additionally, TPP professors were trained in Moodle to be prepared to deliver all courses remotely.

The Dean of Academic Affairs requested an official letter confirming this information. Given the circumstances, this extraordinary meeting was convened to discuss and confirm whether the TPP faculty agreed to accept the three modalities.

Some details from the discussion were as follows:

- Prof. Antonio Santos expressed his concerns regarding asynchronous courses. However, he acknowledged that all modalities have their advantages and is therefore in favor of them.
- Dr. Santiago Méndez agreed that Methodology courses should be in-person or hybrid.
- Dr. Carmen Bellido supported distance learning. She noted that asynchronous courses require as much production as a TV program and can be done efficiently, although they need time and significant effort. Dr. Bellido pointed out that in her courses, students perform better in in-person and hybrid courses than in asynchronous ones. For freshmen, asynchronous courses are more difficult because they require maturity. For Methodology courses, she does not recommend a fully asynchronous modality, but rather recommends some parts be asynchronous and also hybrid. Dr. Carmen Bellido stated she agrees with all three modalities.
- Prof. Mayra Bellido supported distance learning and suggested that the Methodology course could be hybrid. She also expressed her agreement with all three modalities.
- Dr. Grisel Rivera agreed that all courses should be offered in the three modalities.
- Prof. Ismael Acosta reminded the group that the administration is requesting a consultation and to establish which modality or modalities the faculty members agree to use for each course. The TPP needs to determine and present written evidence of the agreement to have the freedom and necessary tools.

Dr. Rebeca Orama Meléndez notified the group that she would prepare and send the letter to the Dean of Academic Affairs, stating that the Teacher Preparation Program faculty agrees that

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all their courses can be offered in any of the three modalities (in-person, hybrid, and distance learning).

MEETING CLOSURE

Prof. Ismael Acosta made a motion to close the meeting, and Dr. Santiago Méndez seconded the motion. The meeting ended at 12:00 p.m.

Prepared by: Madeline I. Cabán Vélez

Reviewed by: Dr. Rebeca Orama Meléndez, Prof. Ismael Acosta, and Ms. Grisell Botti.

University of Puerto Rico
Mayagüez Campus
TEACHER PREPARATION PROGRAM

FACULTY MEETING

Minutes of the Regular Faculty Meeting
Held on Thursday, January 18, 2022, via "Google Meet" platform.

PRESENT MEMBERS:

Prof. Antonio Santos
Prof. Ismael Acosta
Dr. Carmen Bellido
Dr. Janette Ferrer
Dr. Rebeca Orama
Dr. Grisel Rivera
Dr. José Ferrer
Dr. Santiago Méndez
Ms. Grisell Botti
Prof. Mayra Bellido

The meeting began at 10:06 a.m. The meeting was presided over by Dr. Rebeca Orama Meléndez, Interim Director of the Teacher Preparation Program (TPP).

WELCOME BY THE TPP DIRECTOR

Dr. Rebeca Orama Meléndez welcomed everyone to the new school semester, the second semester of the 2021-22 academic year.

VACCINATION

Dr. Rebeca Orama reminded those present that:

- It is necessary for everyone to submit evidence of COVID-19 vaccination to the Human Resources Office.
- From Tuesday, January 25, to Friday, January 28, students needing booster shots will be vaccinated. The entire UPR system will participate in a "Vacutour."
- The certification is flexible to allow students who have not yet been vaccinated to do so without having their enrollment canceled.

Prof. Ismael Acosta mentioned that the Mayagüez Mall is also offering vaccinations, which could be another option.

The government provided a code for requesting at-home COVID-19 tests, offering four free tests per family.

REPRODUCTION OF MATERIALS AND EXAMS FOR STUDENTS

A memorandum or certification was issued notifying that the offices will no longer be able to reproduce materials or exams for students.

The printing office will be responsible for reproducing these documents and charging for them. Within the Teacher Preparation Program, the contact person will be Ms. Grisell Botti.

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

Materials must be submitted to the printing office four days before the exam or materials are to be administered.

The process of where the funds to pay for this service will come from and how the logistics between the office and the printing service will be handled is still being coordinated.

COURSES FOR THE SEMESTER, ACCORDING TO THE PRESIDENT'S GUIDELINES

For now, courses will be offered online. This will depend on the recommendations made by the Department of Health and the Governor. COVID-19 cases have been decreasing. However, the percentage of cases is still high.

ENROLLMENT REPORT BY COURSES, INCLUDING PRACTICUM

Prof. Ismael Acosta reported that students still have the opportunity to enroll in regular courses, practicum, and methodology.

He provided the number of students enrolled in each course and section, detailing the number in the Teaching Practicum and Methodology courses.

Dr. Rebeca Orama noted that new courses will appear on the UPR portal once the enrollment process is complete.

Prof. Ismael Acosta reported that 35 students have enrolled in the practicum course, 14 in methodology, and 663 in foundational courses.

Enrollment has been gradually decreasing. This may be due to early section closures. An extension was allowed because all departments had been complaining. Students have been slow to select courses, and many are unsure about whether to enroll in hybrid courses.

Many students are uncertain if they will pass because they have not completed their courses, which is why they are not enrolling.

Dr. Janette Ferrer commented that the institution insists on having most courses in person, which is not what the students want. This leads to course cancellations due to low enrollment, creating a vicious cycle reinforced by the administration.

The Teacher Preparation Program conducted a survey, but the dean's office did not take it into consideration.

REPORT ON PLACEMENT OF PRACTICUM CANDIDATES AND METHODOLOGY COURSE

Dr. Carmen Bellido is following up on the procedures for placing practicum students.

REPORT ON MATERIALS AND WORK IN THE SÁNCHEZ HIDALGO BUILDING

Ms. Grisell Botti presented the TPP's expense report and mentioned the various projects that have been completed and those still pending in the building.

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

REVIEW OF PCMAS COURSES

The College Board has not sent information or guidelines for taking the PCMAS. As soon as the TPP receives the information, it will be sent to all supervisors to inform the trainees.

Dr. Rebeca Orama informed that she has already emailed the Agricultural Education department to send the list of students from their department who qualify to take the PCMAS.

The same should be done by Physical Education.

The DECEP opened review courses for the PCMAS. The contact person will be Ms. Ivelisse Negrón, and some members of this faculty will be part of those reviews.

NEW BUSINESS

TRAININGS

The upcoming training sessions will be as follows:

- For practicum students - Use of Microsoft TEAMS
- For supervisors - How to set up their courses.

ACCREDITATION

Dr. Rebeca Orama and Dr. Carmen Bellido will meet to analyze the schedule for all necessary documents and processes for the TPP's accreditation.

PROPOSAL FOR A MASTER'S DEGREE IN STEAM EDUCATION

Dr. José Ferrer reported that the proposal did not receive any negative criticism. However, the proposal will be sent to the departments of the Campus for consultation regarding elective courses.

USE OF FACE MASKS ON CAMPUS

Dr. Rebeca Orama informed that the institution sent a notice requiring the use of KN95 masks and provided other instructions regarding mask use. She noted that cloth masks and face shields are not permitted.

MEETING CLOSURE

Dr. Grisel Rivera made a motion to adjourn the meeting, seconded by Dr. Janette Ferrer. The meeting ended at 11:32 a.m.

Prepared by: Madeline I. Cabán Vélez

Reviewed by: Dr. Rebeca Orama Meléndez, Prof. Ismael Acosta, and Ms. Grisell Botti.

University of Puerto Rico
Mayagüez University Campus
TEACHER PREPARATION PROGRAM

Faculty Meeting – Data Day

Minutes of the Regular Meeting of the Steering Committee
to work with matters related to
Council for the Accreditation of Educator Preparation (CAEP)
Held on Tuesday, April 26, 2022, Sánchez Hidalgo Building, Room 206.

MEMBERS PRESENT:

Prof. Ismael Acosta
Dra. Iris Figueroa
Dra. Rebeca Orama
Dra. Carmen Bellido
Prof. Josué Martir

The meeting began at 10:37 a.m. The meeting is chaired by Dr. Rebeca Orama Meléndez, Director of the Teacher Preparation Program (PPM).

I. IMPORTANT INFORMATION

- Test for Teacher Certification (PCMAS)
 - Dr. Rebeca Orama Meléndez reported the results of the Teacher Certification Test (PCMAS), for the year 2021. That demonstrated the quality of students that the PPM has in our campus.
 - Dr. Orama pointed out that, because the PPM students of our campus obtained high results in the PCMAS, the PPM was selected as an advisor to the Committee of Charter Schools in Puerto Rico. To this end, the corresponding evaluations and the necessary recommendations were made.
 - By May 6, 2022, students should be receiving the results of the PCMAS, corresponding to this year (2022).
- Semester Report Related to Teaching Practice Students, Other Reports and Questionnaires
 - Dr. Edly Santiago notified that they will soon be working on the semester report related to the practicum students of her department. In Agricultural Sciences, this report is made annually.
 - Dr. Orama pointed out that the Annual Report must be completed and sent during the current week. For the same, the information was sought in the Office of Planning, Research and Institutional Improvement (OPIMI).

- According to OPIMI data, there are 10 students who completed Agricultural Education. Dr. Santiago will verify this list and provide the information of the students who completed the Curricular Sequence in the aforementioned program. Because these students do not appear on the list of graduates provided by OPIMI.
- Dr. Carmen Bellido commented that for the Teacher Preparation Program they are those who are in teaching practice. However, in Physical Education and Agricultural Sciences, it is different.

○ ASSESSMENT INSTRUMENTS

- The PPM has been working on the preparation, distribution, monitoring and accounting of several surveys. They are aimed at different groups, such as: cooperating teachers, graduate students, school directors, etc. Information is expected to be obtained from two years ago (since 2019).
- The evaluation instrument is integrated with Physical Education. However, the Agricultural Sciences program has yet to be evaluated. Dr. Edly Santiago promised to send it.

○ COOPERATING MASTER COURSE

- Dr. Carmen Bellido announced that an online course was offered for the cooperator teacher certification. It will open again in August 2022.
- This course was set up online, through "Google Classroom" and every Monday a module was opened. Two courses were held: one for renewal and one for first-time takers.
- Dr. Bellido will send Dr. Edly Santiago the corresponding documents and links, so that the Department of Agricultural Education can modify theirs and integrate any additional material.

II. DISCUSSION OF THE STANDARDS FOR PPM ACCREDITATION - COUNCIL FOR THE ACCREDITATION OF EDUCATOR PREPARATION (CAEP)

- In the United States, it has professional standards (Interstate Teacher Assessment and Support Consortium, *InTASC* Model). Puerto Rico's standards are aligned with those of the United States. The only one that does not appear in the PR is the research standard.
- Dr. Rebeca Orama and Dr. Carmen Bellido pointed out that, for this accreditation, it was important to incorporate the family and the community to meet the required standards.
- The members present mentioned some of the different projects in which their respective departments integrated families and communities:

▪ AGRICULTURAL EDUCATION:

- Supervised Agricultural Experiences Project (PEAS). Acronym (SAE)
- Targeted trainings to provide services to the community.
- They sought to relate to the agricultural industries of the area. Parents who have farms and interests and children in the program.
- Constitute an advisory committee
- PHYSICAL EDUCATION:
 - Extracurricular activities. Example: Puerto Rican Night
 - Sports competitions
 - Summer camps. Among them, for children with disabilities.
 - Create a quiz
- IMPORTANT INFORMATION mentioned by Dr. Orama and Dr. Bellido, which is related to the standards required by CAEP:
 - Narrative must be prepared
 - On April 30, 2022, the Annual Report must be submitted and submitted following the amendments made in the format required by CAEP.
 - In 2024, the data for 2021 must be included.
 - In the CAEP "Team", they will place all documents, presentations and others that are related to CAEP.
 - Each program must show how it integrates the theme of the family in its courses. It must be present in the course record so that it is not necessary to make curricular changes.
 - Dr. Orama reported that, together with Dr. Carmen Bellido, they will carry out a good test and will be validated in a court of volunteer students, to corroborate and validate the content. Consider looking for a statistician to help with the process.
 - Dr. Edly Santiago mentioned that, in Agricultural Sciences, a graduate student did a work that is being validated and used.
 - Next semester, in August 2022, the process for accreditation must begin.
 - Recommendations for plans and projects:

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

- Identify in the Methodology handbook where the part of the integration of the family into the educational context can be inserted.
- Seminars and semester trainings on professional development topics integrating special education and family integration.
- At the end of each semester, make presentations of what they did.

III. NEXT MEETING

- Wednesday, May 25, 2022. They suggested that it be held from 9:00 a.m. to 3:00 p.m., for the discussion of standards.

IV. CLOSING OF THE MEETING

- The meeting ended at 11:56 a.m

Prepared by: Madeline I. Cabán Vélez

Reviewed by: Dr. Rebeca Orama Meléndez

Dra. Carmen Bellido Rodríguez

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

University of Puerto Rico
Mayaguez Campus
Teacher Preparation Program

AGENDA: Faculty and Staff Meeting

Date: Thursday, August 17, 2023

Time: 10:30 AM – 11:45 AM

Location: SH-404

1. Welcome - Dr. Santiago Méndez-Hernández
2. Assignment of Notetaker - Dr. Santiago Méndez-Hernández
3. Purpose of the Meeting - Dr. Santiago Méndez-Hernández
4. Approval of Previous Meeting Minutes - Brunilda Silva
5. Introduction of New Faculty and Administrative Staff
6. Review of Director's Plans - Dr. Santiago Méndez-Hernández
7. Projections for the Upcoming Academic Year - Dr. Santiago Méndez-Hernández
8. Faculty Support for Accreditation and Continuous Assessment - Faculty members
9. Approval of Initiatives - Faculty members
10. Closing Remarks - Dr. Santiago Méndez-Hernández

University of Puerto Rico
Mayaguez Campus
Teacher Preparation Program

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

Faculty and Staff Meeting Fall 2023

Meeting Minutes Faculty Meeting - August 17, 2023

Date: Thursday, August 17, 2023

Time: 10:30 AM – 11:45 AM

Location: SH-404

Attendees:

- Dr. Santiago Méndez-Hernández, UPRM EPP Director
- Dr. Omell Pagán Parés, Representative from the Deanship of Academic Affairs
- Ms. Brunilda Silva, Secretary
- Staff members: Grisel Botti and Ismael Acosta
- Faculty members: Dr. José Ferrer, Dr. Carmen Bellido, Dr. Grisel Rivera, Dr. Janette Ferrer
- Representatives from the Puerto Rico Department of Education: Dr. Roberto Rodríguez by Zoom

Agenda Items:

1. Welcome
Dr. Santiago Méndez-Hernández, as the Director of UPRM EPP, called the meeting to order and welcomed the participants.
2. Assignment of Notetaker
Dr. Méndez-Hernández appointed himself as the notetaker for the meeting.
3. Purpose of the Meeting
The purpose of the meeting was outlined by Dr. Méndez-Hernández. Key points included discussing the continuous assessment process to modify or innovate the Educator Preparation Program (EPP) and gathering input from various stakeholders, including officials from the Puerto Rico Department of Education.
4. Approval of Previous Meeting Minutes
Ms. Brunilda Silva presented the minutes from the previous meeting. The faculty reviewed and unanimously approved them.
5. Introduction of New Faculty and Administrative Staff
 - Dr. Méndez-Hernández introduced allied faculty members from other departments who will contribute to the EPP's initiatives.
 - The new Secretary was welcomed to the team.
6. Review of Director's Plans
Dr. Méndez-Hernández reviewed the achievements of his first academic year as Director. He presented data showing the success of the continuous assessment model and discussed planned modifications aimed at aligning the program more closely with CAEP Standards.
7. Projections for the Upcoming Academic Year
Dr. Méndez-Hernández outlined the goals for the 2023-2024 academic year, with a focus on innovative strategies to improve the UPRM EPP. Faculty were encouraged to collaborate closely with stakeholders, including officials from the Puerto Rico Department of Education, to ensure the continuous assessment and improvement of the program.
8. Faculty Support for Accreditation and Continuous Assessment
Faculty members expressed their commitment to supporting the accreditation process. Contributions from stakeholders, such as the Puerto Rico Department of Education, were discussed and considered for future program enhancements.
9. Approval of Initiatives
All discussed initiatives, including the continuous assessment strategies and collaboration with

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

external stakeholders, were approved by the faculty. This approval will enable the UPRM EPP to move forward with innovations and modifications to meet accreditation standards.

10. Closing Remarks

Dr. Méndez-Hernández closed the meeting by thanking the faculty for their dedication and emphasizing the importance of collaboration in the coming year. He highlighted the collective energy and support needed to successfully navigate the accreditation process and improve the quality of the educator preparation program.

Summary of Agreements:

- Approval of previous meeting minutes.
- Faculty endorsement of the continuous assessment plan in line with CAEP Standards.
- Collaborative approach with stakeholders, including officials from the Puerto Rico Department of Education, to modify and innovate the teacher preparation program (UPR EPP).
- Full faculty support for the presented initiatives to be implemented during the 2023-2024 academic year.

Meeting Adjourned: 11:45 AM

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

University of Puerto Rico
Mayaguez Campus
Teacher Preparation Program

AGENDA: Faculty and Staff Meeting

Date: Thursday, January 18, 2024

Time: 10:30 AM

Location: Room SAHI 404

1. Welcome - Dr. Santiago Méndez-Hernández
2. Remarks by Assistant Dean - Prof. Silvestre Colón
3. Approval of Previous Meeting Minutes - Brunilda Silva
4. Continuous Assessment and CAEP Accreditation - Dr. Santiago Méndez-Hernández & Dr. Carmen Bellido
5. New Faculty Contributions - Various faculty members
6. Short- and Long-Term Planning - Dr. Santiago Méndez-Hernández
7. Faculty Feedback on New Initiatives - Faculty members
8. Administrative Report - Administrative team
9. PCMAS and Course Registration - Prof. Ismael Acosta
10. Closing Remarks - Dr. Santiago Méndez-Hernández

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

University of Puerto Rico
Mayagüez Campus
Dean's Office of Academic Affairs
Teacher Preparation Program (TPP)

FACULTY MEETING MINUTES

Date: Thursday, January 18, 2024

Time: 10:30 AM

Location: Room SAHI 404

ATTENDEES:

- Dr. Carmen Bellido
- Prof. Ismael Acosta
- Dr. José Ferrer
- Dr. Grisel Rivera
- Dr. Janette Ferrer
- Dr. Santiago Méndez-Hernández (TPP Director)
- Dr. Rebeca Orama

GUESTS:

- Prof. Silvestre Colón, Interim Assistant Dean of Academic Affairs
- Dr. Carlos Quiñones, Department of Kinesiology
- Dr. Iris A. Figueroa
- Dr. Yashira Valentín, Department of English
- Prof. Manuel Morales, Department of Kinesiology
- Dr. Edgardo Lorenzo, Department of Mathematics

EXCUSED:

- Dr. Nancy V. Vicente
- Dr. Gustavo Cortina
- Prof. Milagros Castro
- Dr. José R. Ferrer
- Dr. Reinaldo Rosado
- Prof. Melissa Báez
- Dr. Janitza Saavedra
- Prof. María de los A. Larracuenta
- Dr. Edly Santiago

Meeting commenced: 10:33 AM, chaired by Dr. Santiago Méndez-Hernández, Director of the Teacher Preparation Program (TPP).

1. Welcome:

Dr. Méndez-Hernández opened the meeting by welcoming faculty members and presenting the guests.

2. Remarks by Assistant Dean:

Prof. Silvestre Colón, Interim Assistant Dean of Academic Affairs, emphasized the importance of recruitment efforts in the TPP, highlighting its positive impact on graduates. He acknowledged the

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increasing demand for special education and expressed gratitude for the dedication of the faculty.

3. Approval of Previous Meeting Minutes:

The minutes from the August 17, 2023, faculty meeting was presented by Ms. Brunilda Silva. After reviewing the document, Dr. Carmen Bellido motioned for approval, seconded by Dr. Méndez-Hernández. The minutes were approved.

4. Continuous Assessment and CAEP Accreditation:

Dr. Méndez-Hernández discussed the ongoing process of continuous assessment within the TPP, which complies with CAEP Standards. Data regarding program performance and student outcomes were presented. The TPP's efforts to innovate and modify the program based on assessment results, as well as the feedback from the Puerto Rico Department of Education, were discussed.

Dr. Bellido, the accreditation coordinator, provided an update on CAEP-related meetings and tasks. She reminded faculty of the importance of the Teacher Report Card and the need for consistent data collection. Faculty members were encouraged to submit evaluation documents promptly to facilitate data analysis.

5. New Faculty Contributions:

Several faculty members from other departments shared their experiences and contributions to the TPP. Dr. Edgardo Lorenzo from the Mathematics Department expressed his enthusiasm for resuming his involvement in student supervision. Dr. Yashira Valentín from the English Department discussed her journey into education and her excitement to contribute to the program. Prof. Manuel Morales from the Kinesiology Department, who has extensive teaching experience, also shared his appreciation for the opportunity to collaborate with the TPP.

6. Short- and Long-Term Planning:

Dr. Méndez-Hernández reviewed the short-term goals for the program, including course offerings and faculty development, and discussed the long-term objectives for the 2024 academic year and beyond. Plans to incorporate emerging technologies and expand program offerings, including vocational and occupational education, were highlighted. The integration of students from the Future Teachers Association into community engagement projects was also discussed.

7. Faculty Feedback on New Initiatives:

The faculty discussed the increasing demand for certain courses and the lack of available instructors. To address this, the TPP plans to offer additional courses during the summer session. Faculty expressed their support for these initiatives and for the ongoing collaboration with external stakeholders, including officials from the Puerto Rico Department of Education.

8. Administrative Report:

The administrative team reported on ongoing infrastructure improvements, including the remodeling of classrooms for hybrid learning and updates to the TPP office. Faculty were reminded to direct all program-related requests to Dr. Méndez-Hernández to streamline operations.

9. PCMAS and Course Registration:

Prof. Ismael Acosta, Student Affairs Officer, provided updates on upcoming PCMAS exams and course registration challenges. He noted that the program is addressing issues with student enrollment in specific courses and preparing additional summer course offerings to meet student needs.

10. Closing Remarks:

Dr. Méndez-Hernández concluded the meeting by thanking the faculty for their participation and encouraging continued collaboration as the TPP works towards accreditation and program innovation.

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Meeting adjourned: 11:41 AM

Prepared by: Brunilda Silva Gracia

Reviewed by: Dr. Santiago Méndez-Hernández

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

University of Puerto Rico
Mayaguez Campus
Teacher Preparation Program

AGENDA: Faculty and Staff Meeting

Date: Thursday, September 12, 2024

Time: 10:30 – 11:45 AM

Location: SH-404

1. Welcome - Dr. Santiago Méndez - 10:30 AM sharp
2. Presentation of Previous Meeting Minutes - Grisel Botti
3. Achievements and Projections for the Director's Third Year - Dr. Santiago Méndez
4. CAEP Accreditation Status Report (PRIORITY) - Dr. Carmen Bellido
5. Report on Teaching Methodologies and Practices - Dr. Grisel Rivera (Emphasis on faculty involvement in workshops, collaboration with the DEPR, and official documentation)
6. Facilities and Operations Report - Grisel Botti
7. Enrollment and PCMAS 2024 Results - Ismael Acosta
8. Report on Integrative Activities with DECEP and CREAD - Dr. José Ferrer (Examples: AI and PADE initiatives)
9. Special Acknowledgments and Recognitions - Dr. Santiago Méndez with Deans
10. Closing Remarks - Dr. Santiago Méndez

University of Puerto Rico
Mayagüez Campus
Dean's Office of Academic Affairs
Teacher Preparation Program (TPP)

FACULTY MEETING MINUTES

Date: Thursday, September 12, 2024

Time: 10:30 AM

MINUTES OF THE CAEP STEERING COMMITTEE MEETING

Location: Room SH-404

ATTENDEES:

- Dr. Santiago Méndez-Hernández, TPP Director
- Dr. Carmen Bellido
- Dr. Grisel Rivera
- Dr. José Ferrer
- Prof. Ismael Acosta
- Prof. Silvestre Colón, Auxiliary Dean of Academic Affairs

Meeting commenced: 10:30 AM, chaired by Dr. Santiago Méndez-Hernández, Director of the Teacher Preparation Program (TPP).

1. Welcome:

Dr. Santiago Méndez-Hernández welcomed the attendees and emphasized the importance of teamwork in achieving the program's goals. He reiterated the need for efficient use of time during presentations.

2. Presentation of Previous Meeting Minutes:

Dr. Santiago Mendez presented the minutes from the previous faculty meeting held in January 2024. After a brief review, the minutes were approved by all attendees.

3. Achievements and Projections for the Director's Third Year:

Dr. Méndez-Hernández shared the milestones achieved over the last two years, particularly the implementation of continuous assessment practices in line with CAEP Standards. He discussed future projections for his third year of leadership, focusing on data-driven improvements to teacher preparation programs and collaborative partnerships with external stakeholders such as the Puerto Rico Department of Education (DEPR).

4. CAEP Accreditation Status Report (PRIORITY):

Dr. Carmen Bellido provided an in-depth report on the status of CAEP accreditation, which remains a top priority for the TPP. Dr. Bellido emphasized the importance of collecting and analyzing data to drive improvements in program quality.

Decisions Taken:

- Faculty agreed to streamline the data collection process by using a centralized system to ensure all assessment data is submitted on time using Microsoft Teams.
- The timeline for submission of assessment data was set for the end of each semester to allow for timely analysis and reporting.
- Faculty members will oversee the proper documentation and submission of data to comply with CAEP accreditation requirements.

5. Report on Teaching Methodologies and Practices:

Dr. Grisel Rivera provided an update on the current methodologies and practices being used in the program. She stressed the involvement of faculty in workshops and collaborations with the DEPR, highlighting that these efforts support the development of effective teaching strategies.

Decisions Taken:

- It was agreed that faculty members will participate in at least one professional development workshops per semester to enhance teaching methodologies.

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- Collaboration with the DEPR will be expanded, with plans to hold joint workshops focusing on innovative teaching methods.
- A documentation process will be implemented to track faculty involvement in workshops and ensure these efforts are recognized.

6. Facilities and Operations Report:

Ms. Grisel Botti gave a brief update on the status of the physical facilities and operations. Several classrooms have been updated to accommodate hybrid learning models, and further improvements are scheduled for the next semester.

Decisions Taken:

- Faculty agreed to request additional funds for upgrading technology in classrooms to support hybrid and virtual learning, ensuring alignment with program goals and accreditation standards.
- A schedule was approved for the continued remodeling of classrooms, with priority given to spaces used for teacher preparation courses.

7. Enrollment and PCMAS 2024 Results:

Prof. Ismael Acosta presented the latest data on student enrollment and the outcomes of the 2024 PCMAS exams. Enrollment has shown steady growth, and PCMAS results have demonstrated the effectiveness of the TPP's preparation methods.

Decisions Taken:

- Based on the strong PCMAS results, it was decided to continue with the current curriculum structure, with minor adjustments in special education courses to better address emerging student needs.
- An enrollment task force was formed to address the increasing demand for program entry and to explore additional course offerings to accommodate the growth.

8. Integrative Activities with DECEP and CREAD:

Dr. José Ferrer reported on recent collaborative initiatives with the Division of Continuing Education and Professional Studies (DECEP) and the Center for Resources in Distance Learning (CREAD). These activities, such as workshops on Artificial Intelligence (AI) and the PADE program (Advanced Teacher Development), have been well-received.

Decisions Taken:

- Faculty unanimously approved the continuation of integrative activities with DECEP and CREAD, with a plan to develop more AI-related workshops and resources for students and faculty.
- It was agreed that TPP will seek to expand its partnership with CREAD to enhance distance learning and virtual instructional strategies.

9. Special Recognitions and Acknowledgments:

Dr. Méndez-Hernández, together with representatives from the Dean's Office, took time to thank the faculty for their contributions to the success of the program. Special recognition was given to faculty members who had actively participated in accreditation-related tasks and collaborative projects with external partners.

10. Closing Remarks:

Dr. Méndez-Hernández closed the meeting by encouraging faculty to remain engaged and proactive in

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their roles, as their contributions are essential to maintaining the program's high standards. He reiterated the importance of collaboration and continuous improvement in achieving CAEP accreditation and meeting the needs of future educators.

Meeting adjourned: 11:45 AM

Prepared by: Ismael Acosta

Reviewed by: Dr. Santiago Méndez-Hernández