

**Arkansas State University**  
**COPE MEETING MINUTES**  
**Thursday, September 15, 2022, at 3:30 pm**

**Members Present:** Amanda Lambertus, Anette Hux, Mitch Mathis, Savannah Cormier, Nina Crutchfield, Sarah Labovitz, Joanna Grymes/Diana Williams, Karen Graham, Alicia Shaw, Julie Milligan, Lisa Rice

**Ex-Officio Members:** Mary Jane Bradley, Lance Bryant, Nicole Covey, Audrey Bowser, Prathima Pattada

**Zoom:** Tonja Filippino, Natalie Johnson-Leslie

- Call meeting to order: Motion by Alicia at 3:31 pm
  - Dr. Shaw focused the group on the new COPE membership sent out earlier
  - Dr. Lance Bryant sent out new agenda with minor correction
  - Dr. Graham as IPAC chair and as graduate representative
- Introduction of members (see attached roster)
- Elect chair, vice-chair, recorder
  - Dr. Shaw opened the floor for nominations for COPE chair
  - Dr. Bryant clarified the position of COPE chair inclusive of:
    - Creating meeting agenda
    - Chairing/running meetings
    - Getting curriculum materials reviewed by the body COPE
  - Curriculum proposals that come to COPE need to be reviewed by all committee members. Proposals need to be sent out promptly so that all COPE members can read the proposals and provide genuine feedback, not give a “rubber stamp” agreement
  - Once the COPE body votes on the curriculum proposal, if there are no changes, the chair signs them electronically and sends them electronically to the Head of Unit, Dr. Bradley. This process can differ if there are changes recommended by COPE. This process with recommended changes would entail:
    - COPE sending back the proposals with the recommended changes
    - The department committee reviews the documents
    - The college committee reviews
    - COPE reviews again
    - COPE chair signs electronically
    - The proposal will then be sent to the Head of Unit
- The role of vice chair
  - A brief discussion was held addressing the role of the vice-chair who will step in and lead COPE meetings when the chair is not available
  - Currently, it is not a clear movement that the vice-chair moves into the chair position automatically

- In essence, no straight line of succession from vice-chair to the chair. COPE is open to establishing this line of succession
- Dr. Shaw indicated that the COPE leadership position is not ‘bad’ and Dr. Joanna Grymes has and is willing to guide the COPE leadership through the process
- Dr. Shaw reiterated that the leadership role entails making sure all the signatures are on proposals and no steps are missed
  - The process sometimes needs to be done quickly so areas can get missed. However, paying attention to details will eliminate such errors
  - Dr. Shaw asked, “Does anyone desire this office?”
  - Dr. Amanda Lambertus indicated a willingness to do it with a co-chair
  - Dr. Joan Henley indicated a willingness to serve as chair
  - Discussion ensued regarding the co-chair and the decision was made that one chair would serve the purpose of this role more efficiently.
  - Nomination on the floor was opened for the position of COPE chair
  - Dr. Joanna Grymes nominated Dr. Amanda Lambertus and this was seconded by Dr, Joan Henley. All were in favor, with no abstentions, and the motion for Dr. Amanda Lambertus for the chair was approved
  - Joan nominated Dr. Tonja Fillippino for vice-chair and the motion was seconded by Dr. Alicia Shaw. The motion was approved.
  - Dr. Mitch Mattis nominated Dr. Natalie Johnson-Leslie to be the recorder and this was seconded by Dr. Karen Graham
  - All approved
  - The COPE 2022-2023 leadership structure Chair (Amanda Lambertus); Vice-chair (Tonja Filippino); Recorder (Natalie Johnson-Leslie)
- Dr. Amanda Lambertus chaired the COPE meeting going forward
- Approve minutes from April 7, 2022, meeting
  - The new chair assumed the office
  - Minutes corrected where Amanda and Sarah’s names were mixed. The recommendation was made to add Sarah’s last name to the minutes
  - No additional corrections
  - Dr. Mitch Mattis moved the notion for the minutes to be accepted, subject to one correction
  - Dr. Julie Lamb-Milligan seconded the motion, all were in favor to accept the corrected minutes
- Old Business
  - Reviewing the governance handbook
    - The committee ran into some issues; looking at the last minute who is part of the membership of the EPP
    - Historically, NCATE included more units inclusive of MSC and the content areas such as History and math
    - CAEP board does not delineate exactly who should be part of the EPP.
    - It was recommended that COPE set up an ad hoc committee to determine who belongs to COPE membership
  - Dr. Amanda Lambertus asked if she needs to email Dr. Bradley to figure out if this was something she would like to pursue or if will it be kicked back to COPE to decide.

- Dr. Amanda Lambertus will ask the questions “Who is a member of the EPP and who will be members of COPE?”
- Other questions to be clarified will be:
  - What is the purpose of the EPP?
  - What is the purpose of COPE?
- Dr. Lambertus suggested COPE look closely at the current document. Based on the last meeting, the motion was not passed to have an ad hoc committee determine the membership
- Dr. Lambertus will construct the email to Dr. Bradley
- New Business
  - Related to who sits on COPE—the task, a year ago, was to review the COPE governance document regarding membership. Dr. Bryant reminded the group that the governance document is a “living breathing document.” That needs to be reviewed regularly, every 3-4 years, and kept up-to-date.
  - Changes in the Unit
    - Area forums are no longer in place
    - To be part of the area group/programs the faculty must choose at least 2 programs. For example, Dr. Bryant teaches elementary education; teachers graduate classes, and he teaches undergraduates. Yet, he must select only 2 areas
    - Faculty can be associated with multiple areas
  - Historically, some areas such as GT and SPED are not separate currently in terms of representation on COPE
  - There is no reading personnel represented on COPE
  - Dr. Bryant reminded COPE that democratically, we need to figure it out to get the best representation on COPE
  - Last year at the beginning of the EPP meeting the motion was made to have three additional representations on COPE addressing technology, recruitment, and diversity. This must be represented in the governance document
    - Should these 3 groups be standing committees?
    - Should these 3 groups be part of APAC?
    - Are we willing to increase the number of personnel on COPE?
    - Who makes the final decision regarding the recommended technology, recruitment, and diversity committees?
  - Challenges we face
    - Having a very large number of persons on the committee.
    - Currently, there are 21 persons on COPE
    - We run out of people who want to serve willingly
  - COPE was reorganized because it grew so big making decisions hard to be made
  - Dr. Joanna Grymes reminded COPE not to conflate CAEP requirements with COPE requirements
  - Dr. Bryant indicated it is important for the body of COPE to figure out the direction to go and get more representation
  - Can the 3 standing committees be streamlined for them to contribute to the conversation?
  - Hopefully this year we can dig into the governance document

- Dr. Joan Henley asked “Can we look at IPAC and APAC and streamline the technology, recruitment, and diversity arms for simplification? (Joan Henley)
- Dr. Amanda Lambertus asked the question “would it change the mission of these committees if they are combined?
  - IPAC and APAC oversee the assessment and continuous improvement issues in the College
  - The proposed Technology, recruitment, and diversity committees focus on different and specific issues
- Would CAEP find this merger acceptable?
- Dr. Joanna Grymes reached out to CAEP and was told that these 3 areas must be decided through the EPP.
- Dr. Graham reminded COPE that “Technology” is a big area and APAC cannot take on all that
- Dr. Joan Henley reiterated that the university already has these committees and asked why we need our committees.
- Bottom line, it’s all about the representation of COPE
- Committee reports as needed
  - IPAC—No report
  - APAC—No report
  - Other?
- Other Business—None
- Announcements/Other—None
- Adjournment: Motion by Dr. Amanda Lambertus at 4:24 pm