



Kentucky Environmental Education Council (KEEC)
Certification Advisory Committee Meeting Minutes
May 31, 2013

Meeting Location: Franklin County Cooperative Extension Office, 101 Lakeview Court, Frankfort, KY
Frankfort, KY

Meeting Time: 9:00 a.m. Eastern

Committee Members in Attendance: Elizabeth Schmitz, Billy Bennett, Roberta Burnes, April Haight, Ginny Lewis, Merin Roseman, Henrietta Sheffel, Deb Spillman, Pattie Stivender, Melinda Wilder.

Review / finalize application packet materials:

- The group reviewed updated versions of the application materials posted to the Wiki; some members had edited those materials.
- Minor edits to the Code of Ethics were approved.
- The Self-Assessment was put in a table form, which made it appear very long – 12 pages. The consensus of the group was that the table format was attractive, but made the form too long. The form needs to fit within 6 pages – we will change margins, font size, and column size to achieve this. We also decided to carry over the rating system so that it is at the top of each page.
- The group suggested that all application materials be put into Adobe forms so that the data can be collated.

Theme Sub-committee updates

- Theme 1: Environmental Literacy
 1. All syllabi for the course are now online under the Syllabus tab.
 2. How can we address advocacy in a more clear and comprehensive way?
 - The group agreed that Advocacy issues would be good to discuss during the Materials review portion of the course. We also need to emphasize Hungerford's "Positions, Values, Beliefs, Evidence" during Workshop 2 and again during the Materials review section.
 3. How can we ensure that we are addressing local ecology/biodiversity/ environmental issues?
 - To address the idea of local (Kentucky-specific) environmental literacy, each workshop activity should be modified (when possible) so that they reflect Kentucky native species, geography, and etc.

- Instructors should be certain to point out that native Kentucky plants, animals, and so on are included in the activity. For example, Dawn Chorus can exclusively feature Kentucky birds, and one wrap up question can be, “Who had the Kentucky State Bird?”
 - Another wrap up question could be, “How could you make this activity more Kentucky-specific? (Especially in cases where the activity has not been modified – i.e. when students present/lead activities straight from the Project books.
 - An addendum in the notebook could point out how the activities from the EE Curricula projects or other activities have been or could be modified to include Kentucky’s ecology, biodiversity, and Kentucky-specific environmental problems or issues.
- Theme 2: Foundations of EE
 1. Per request, the required reading list and prompts are now on the Wiki under Theme 2.
 2. All syllabi for the course are now online under the Syllabus tab.
 3. The group requested that Michelle upload the recommended reading list to this Theme Page.
- Theme 3: Professional Responsibilities – Based on the group’s work and discussion during meetings:
 1. We will no longer require a Continuing Education (CE) Plan.
 2. Certified Professional Environmental Educators will only be required to submit a CE Report that details their CEUs from the previous year.
 3. Every Certified Environmental Educator will be required to submit their CE Report annually (as opposed to every two years).
 4. The submission deadline for CE Reports will be January 1 of each year, but you can turn in your report anytime between the KAEE conference and January 1. We will have a Certification Station at our KAEE conference booth to allow you the opportunity to turn in your CE Report at the conference, ask questions, etc.
 5. Beginning January 1, 2014, all Certified Environmental Educators will be required to submit CE Reports in order to maintain their standing. In the language of the Accreditation Manual, all graduates must be “Recertified” annually by submitting their CE Reports. In other words, if you fail to submit a CE Report by the deadline, you will lose your standing as a Certified Professional Environmental Educator in Kentucky.
 6. We are still working on questions around the “Master Environmental Educator” title, for those graduates who have submitted CE reports for 6 years or more. While I hope to offer this title to these distinguished individuals, we must still require annual recertification to meet Accreditation Guidelines. I apologize to those of you who thought you were about to be done with CE Reports forever!
 7. A nominal fee will be submitted with each CE Report. This will help us cover the cost of maintaining data, printing certificates, convening reviewers, and maintaining Accreditation. This fee has not yet been determined.
 8. Each CE Report will be blind reviewed by at least 3 individuals who are graduates of the course.

9. We plan to revise the Report format to make it even easier for you to complete, and I will get it out to you ASAP. In the meanwhile, the goal of the Report is to ensure that our course graduates are completing Continuing Education that helps them to be well-rounded in terms of the NAAEE Guidelines for the Preparation and Professional Development of Environmental Educators (PDF of Prep & Prof Dev Guidelines (Full Document)), upon which the course structure is based. To help you with this, upon request we will send you a copy of your original self-assessment for the course. The blank self-assessment is available online (www.keec.ky.gov/certification), and you are always welcome to take it again if you feel your competencies in the core areas have changed since you first took it – of course, we hope that you feel that you have improved in many of these areas!
 10. To sum up – Nobody is required to submit a CE Plan or Report this month, but to maintain your standing you MUST submit a CE Report + Documentation by January 1, 2014.
- Theme 4: Planning and Implementing EE
 1. This group reported that their work is complete (see wiki).
 2. Note that KEEC needs all final materials and course changes uploaded into the Syllabi or as notes on the Syllabus section of the Wiki site.
 - Theme 5: Fostering Learning
 1. This group reported that their work is complete (see wiki).
 2. Note that KEEC needs all final materials and course changes uploaded into the Syllabi or as notes on the Syllabus section of the Wiki site.
 - Theme 6: Assessment and Evaluation
 1. See Wiki
 2. We have many questions about assessment/human subjects that came up during the discussion; this needs follow up ASAP (also see Wiki).
 3. We discussed introducing students to MEERA; need to work this into the syllabus and course instruction manual.
 - In conclusion: All suggestions for course content changes, additional worksheets, modified materials, etc. need to be uploaded to the Wiki and to the Course Syllabi online ASAP. This is the group's homework assignment. DEADLINE July 11 (next meeting).
 - As a friendly reminder, we are down to our last few meetings, so it is time to kick your subcommittee work into high gear!