



Kentucky Environmental Education Council (KEEC)
Certification Advisory Committee Meeting Minutes
June 26, 2013

Meeting Location: Room 2107, Capital Plaza Tower, 500 Mero Street, Frankfort, KY

Committee Members in Attendance: Elizabeth Schmitz, Michelle Shane, Roberta Burnes (by phone), April Haight (by phone), Ashley Osborne (by phone), Ginny Lewis (by phone), Henrietta Sheffel (by phone), Deb Spillman (by phone), Pattie Stivender (by phone), Ashley Hoffman (by phone), Kazi Javed (by phone)

Homework Assignment:

- **Deadline - July 10, 6 PM Eastern Time Zone**
- **Each Subcommittee needs to visit the “Syllabi” tab of the Wiki (<http://ky-ee-certification.wikispaces.com/Syllabi>). For edits and comments, follow the directions as given on the Syllabi page.**
 - Review the syllabi that are posted there. **Please type your recommendations or comments about the syllabi directly into the wiki.**
 - Most importantly, **review the “Activities by Workshop” list** and note any suggested additions or deletions for activities, readings, discussions, etc. that your group is recommending for each weekend/workshop. This includes the breaking up of required readings across the four weekends (which readings must be read prior to each workshop?).
- Formatting does not matter at this point. All we need is the information.

Updated Materials:

- The revised course application, self-assessment, and code of ethics have been posted to www.keec.ky.gov/certification. Please review them and make sure they meet your expectations. If you have additional comments, please email Elizabeth directly.
- KEEC is working on additional recommended changes to the website and will have them completed before the next meeting.

Continuing Education:

- The group concurred that the email that went out to all Certified Environmental Educators announcing Continuing Education Requirement changes was in agreement with the discussion

that we had during the 5/31 meeting. The content from that email is listed on the Continuing Education Page of the Wiki.

- The group also concurred that we should offer a “Master Environmental Educator” status for those Certified Environmental Educators who have completed, or in the future do complete, six years of Continuing Education Reporting. Reporting shall still be required in subsequent years; this Master status will be revoked if an individual fails to report in future years.
- Some discussion occurred about volunteer hours being required as a part of maintaining Master Status, as in the Extension Master Gardener Program. However, the group concurred that this would not be a good idea. The nature of the EE’s job requires a lot of additional hours, and squeezing in yet even more volunteer hours would likely turn people away from trying to achieve Master status.
- Individuals who have achieved Master status will be recognized on the website in some way.
- The question “How do you engage, unite, network the certified EE’s?” was again voiced.
- Master Environmental Educators will be eligible for nomination for a “Beyond” Award, recognizing one Master Environmental Educator who goes above and beyond in the field of EE during a given year. Possibly this award could be presented at KAEE Conference, or whatever “reunion” takes place annually.
- Individuals who have failed to complete/submit some or all CE Reports between 2004 and 2013 will be allowed to submit those reports by January 1, 2013. Or, they can start with a clean slate and turn in their first report on January 1, 2013.
- The group agreed that due to the cost of maintaining accreditation and reviewing reports, a nominal fee should be required for individuals when they recertify. In other words, a fee must be submitted with the report. This fee is yet to be determined.

Assessment/Evaluation:

- We need to spend more time on the issue of assessment during the course.
- Participants need to understand what the requirements are around the topic of human subjects for research, what an IRB is, etc. April intends to meet with her university people to discuss this issue in detail and will report back at our next meeting.
- We should include a brief introduction to MEERA.
- We need to add a concrete (i.e. pen and paper) evaluation of each workshop for course participants, and another one that evaluates the course as a whole.
- Students will complete the self-assessment for a second time at the end of the course, as a way for course administrators to assess the (self-assessed) learning gains by participants.
- (This was not covered by the call, but we could have our participants complete the Environmental Literacy Exam at the beginning of Workshop 1 or before Workshop 1 in order to assess environmental literacy gains – pre/post.)
- We need to cover multiple modes of assessment during the course (i.e. direct and indirect, see the *NAAEE Guidelines for the Preparation and Professional Development of Environmental Educators*).