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Professional Education Council

Location: Cone 348 A&B

September 28, 2012

9:30 – 10:45 a.m.

Dr. Lee Gray, Convener

Members in attendance: Brian Kissel, Patti Wilkins, Laura Hart (for Vicki Jaus), Lee Gray, Melba Spooner, Joyce Frazier, Sue Rebich (with Joyce Frazier), Emily Stephenson-Green, Shep McKinley, Vic Cifarelli, Spencer Salas, Fred Spano, Tina Heafner, Beth Murray, Donna Dragon, Betsy West, David Gall, Suzanne Lamorey, Banita Brown, Jamie Strickland, Delane Ingalls Vanada, Pilar Blitvich

- Lee Gray convened the meeting; Melba Spooner reviewed the minutes from the April 4, 2012 PEC meeting. Melba acknowledged Alice Poplin's service and retirement. She is the former staff/ administrative assistant for the PEC. A replacement has not yet been hired to fill this vacancy. Melba encouraged members to review minutes from the previous meeting and email her if there are concerns.
- Emily made a motion to accept minutes; Beth Murray seconded. Minutes were approved by consensus.

NCATE Preparation

- Melba provided an update of the 2012 NCATE reaccreditation review. She emphasized the importance of the PEC as part of the governing structure, as it connects teacher education and other education professionals with other programs on campus. It is where we communicate, share information, and act as an advisory board to the dean of COED.
- Melba emphasized the need to have a person from the P-12 learning community on PEC and encouraged members to think about a possible rotating P-12 member to add before the end of the academic year. It would be wonderful to have a ELED or MDSK person, but we might need to think about a principal/administrator as well, due to possible scheduling flexibility.



- Melba reviewed the NCATE calendar/ timeline noting the importance of the PEC membership becoming engaged in the process. Faculty in the CLAS and A + A who teach professional education courses and supervise student teachers need to have completed the four (4) page vita for NCATE according to the template (Melba provided copies of template). Faculty members in these two colleges were asked to send their vita to Melba by October 1 if it hasn't been sent already.
- Course outlines (and the template to use) is available. Melba asked Emily Stephenson-Green to review the status of the course outlines. Emily provided a handout of which course outlines have been turned in to date. We continue to collect course outlines as well as syllabi (fall 2012). Spencer asked how the two are different; Melba explained that the course outline is more universal regarding the content and standards for the course, whereas the syllabus is more personalized for a specific instructor/ per each semester. The course outline is what is sent forward with curriculum proposals. The "integrity" of the course is contained in the outline. The course outline could be given to all instructors of a course, but while the syllabus may contain some of the same information, it is more instructor-specific with the specific semester class calendars, activities, etc. Melba offered to provide additional clarification for anyone who is interested in further discussion. She added that having a list of current course outlines is best practice and we will continue to move toward this.
- Emily shared that the listing of the course outlines/syllabi is available on the assessment webpage under NCATE resources. Courses not part of the professional education coursework (courses that all students in a major take, for example, music courses that all music majors) do not have to be there, but it would be helpful to have the Conceptual Framework for professional education identified on those courses if students preparing for a teacher education program take the courses. Any questions should be directed to Emily or Melba.

Faculty Information Requirement for NCATE

- Melba asked that everyone complete this and share with their colleagues about the importance of completing. Melba explained how this information is required by NCATE. Laura shared that we are in the process of updating the list on which faculty still need to complete this and we hope to have this updated list soon.

Clinical Updates

- Sue Rebich and Joyce Frazier shared information regarding clinical placement update information. Schools are tightening up on who can be in the building for clinical requirements and are in many cases requiring additional documentation and explanation from The Office of Field Experiences (OFE) and in some cases from course instructors as to the intent of the assignments to be carried out in schools/classrooms. Sue needs

instructors to let OFE know if the instructors make their own arrangements at school sites. Students can make a personal arrangement if they have a contact already in place. OFE will not make a change once a placement is in place without notification from the instructor to do so.

- OFE is trying to update the clinical experiences chart for classes. Please update and send this to OFE.
- Joyce is sending out some information for us to collect on Cooperating Teachers and their experiences. We need this for NCATE documentation as well.
- We were having some issues with CMS regarding our candidates who would collect data for class projects in the classrooms where they observe. Joyce, Melba, and Sue met with Mark Scivy from CMS Research Services and came to consensus regarding a process. No IRB is required for our candidates to collect information for classroom projects, but all procedures regarding sanitation of data must be followed. Currently OFE must send a list of clinical observation candidates to CMS; candidates must complete the volunteer background check. CMS is discussing a portal system for their entrances at school sites which could aid with this but that is a long way off.
- Emily noted to be careful about sending surveys to CMS Admin or teachers for feedback on processes. We can't just send these out; we need CMS approval in doing so.

Dispositions

- Laura Hart spoke about the dispositions process for initial licensure candidates. The process and all the forms are now available on the COED website. Laura shared that the model will emphasize teaching of and coaching of the dispositions, with a remediation process in place for candidates who demonstrate dispositional problems.
- Vicki Jaus is currently working with advanced programs to regarding the tracking of professional dispositions.

TaskStream update

- Laura provided a quick note that overall the TaskStream evidences are being turned in and scored but we need to continue to emphasize this with faculty. There were 92 candidates who had a problem with an evidence prior to the student teaching semester; all these issues must be resolved for candidates to receive licensure.

Final notes

- Melba announced that Mary Lynne Calhoun is retiring at the end of the academic year as Dean of the College of Education. The Provost is coming to the College of Education faculty meeting on October 19 to discuss the search process.

- Patti Wilkins shared a technology resource site for our candidates and practicing teachers. Anyone who wants the site should email Patti.
- Fred Spano shared that on November 6 there will be an in-service on incorporating music when teaching students with special needs. The workshops will include 2 sessions and will be held at the Center City building. It is open to all and is free, but anyone who wishes to send students should inform Fred so spacing does not become an issue.

Lee Gray adjourned the meeting at 10:50 a.m.