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Professional Education Council
October 18, 2011
CHHS 145
11:00 a.m. – 12:15 p.m.
Dr. Melba Spooner, Convener

Attendees: Jeff Barto (Kinesiology), Janet Baxter (Special Education), Banita Brown (CLAS), Vic Cifarelli (Mathematics & Statistics), Joyce Frazier (OFE), Sherell Fuller (Elementary Education), David Gall (Art & Art History), Lee Gray (COAA), Tina Heafner (Secondary Education), Vicki Jaus (COED Dean's Office), Scott Kissau (Foreign Language Education), Brian Kissel (Reading and Elementary Education), Victor Mack (Educational Outreach), Shep McKinley (History), Susan Michael (Chemistry), Sequoya Mungo (Teacher Recruiter), Beth Murray (Theatre), Monique Pollock (Arts Education), Spencer Salas (TESL), Fred Spano (Music), Melba Spooner (COED), Emily Stephenson-Green (COED Dean's Office), Jamie Strickland (Geography & Earth Sciences)

- I. Review/Approval of March 3, 2011 Minutes/Introductions
The co-chairs of the Professional Education Council and a new member, Sequoya Mungo, were introduced by Melba Spooner. All other attendees introduced themselves and their college/department. The minutes from the March 3, 2011 PEC meeting were reviewed. Beth Murray motioned for their approval and Fred Spano seconded. They were unanimously approved.
- II. Conceptual Framework
 - 1) The Conceptual Framework for Professional Education Programs' booklet was introduced by Melba Spooner. Then Vicki Jaus reviewed the contents of the booklet. The most emphasized items were the core proficiencies expected of the teaching candidates on page 33 and the alignment of the conceptual Framework with North Carolina Professional Standards for teachers, School Executives, and Counselors on page 34. The material in pages 33 and 34 should be kept in mind when instructors construct their syllabi and teach their students. This information should also be taken back to the other colleges represented in the PEC so that other instructors are able to incorporate these items in their syllabi and lessons. Posters similar to the cover of the COED Conceptual Framework will be produced soon and be available for display.



- 2) NCATE Accreditation Preparation (on-site visit Fall 2013)
- a. Melba Spooner went over the handout containing the sub-committees and their memberships. The wide spectrum of representatives and the bridging members for each standard were noted. There was a welcome extended for volunteers to serve on committees based on experience and expertise. Also, if any PEC members considered someone in their respective college a prospective contributing member of the committees, then they were encouraged to submit the name(s) to Melba Sooner by email. Sherell Fuller asked that someone from the College of Arts and Architecture join the Standard 4 (Diversity) committee. The Standard 5 (Faculty Qualification, Performance, and Development) is potentially also in need of members outside the College of Education.
 - b. The Council for the Accreditation of Educator Preparation (CAEP) is the result of the National Council for Accreditation of Teacher Education (NCATE) and Teacher Education Accreditation Council (TEAC) consolidating. The result of this consolidation will be a Continuous Improvement Review process for institutions rather than a onetime event for the re-accreditation process as we have seen as the process in the past with NCATE.
 - c. Share timeline for preparation.
 - i. An external timeline for the accreditation process is in effect. This was printed on a handout for members. The National Program Review (SPA reviews) part is not required for institutions in North Carolina. The onsite review for UNC Charlotte will be in the fall of 2013.
 - ii. An internal timeline has been developed for the preparation work related to the Institutional Report (IR) and the electronic exhibits. Sub-Committees will have their First draft of the IR: Continuous improvement option ready February 1, 2012. From February 1 until March 15, 2012 a select committee including, but not exclusive to Melba Spooner, Vicki Jaus, Lil Brannon, Claudia Flowers and Mary Lynne Calhoun will review the IR draft and then give feedback to the sub-committees between March 15 and May 1, 2012. Sub-Committees will then update-revise their work. September 15, 2012 is the goal to upload the IR and all the exhibits into the Accreditation Information Management System (AIMS). AIMS is NCATE's information management system. Melba Spooner Went over the Continuous Improvement Option template and the need for the exhibits to back up what is written. Planning sheets and course outlines will be included in the exhibits. Suggestions from PEC members for guidelines concerning which course outlines should be included in the exhibits will be communicated by Melba Spooner.
 - d. All faculty in all Colleges that house professional education programs (COED, COAA, and CLAS) will utilize/update the same biographical sketches that are now being requested by Academic Affairs for the SACS review.

3) Master's Programs

Vicki Jaus reported that all advanced licensure programs have gone through the curriculum review process on campus and have been implemented effective fall 2011. In the College of Education were revised or approved by the NCDPI. They have been implemented fall, 2011. Some graduate certificate programs have been suspended such as theatre and art. The MAY, Phase II has also been suspended.

4) Q & A – Advising; Pre-registration; other concerns?

The Chair of the Undergraduate Course and Curriculum Committee approved a request to combine EXER 3228 and 3229 into EXER 3221. It was also approved for implementation Spring Semester 2012. During the 2009-2010 and 2010-2011 academic years the graduate education programs offered by the College of Arts & Architecture have modifications in terms of their admissions and program offerings. The following is a summary of these changes: Suspended Programs (effective fall 2010), Graduate Certificate in Music Education, Master of Arts in Teaching in Music Education, Master of Arts in Teaching in Art Education, Master of Arts in Teaching in Theatre Education, Master of Arts in Teaching in Dance Education. Suspended Programs (effective fall 2011), Graduate Certificate in Dance Education and Master of Arts in Teaching in Dance Education. Continuing Programs, Graduate Certificate in Art Education and Graduate Certificate in Theatre Education. Any student admitted prior to the fall of 2010 is eligible to complete the Master of Arts in Teaching, but the option is not available to any new students. Also, students will be admitted into the Graduate Certificate Programs only in the Fall Semester of a given academic year. The College of Arts and Architecture will have holds placed on their students until they have communicated with an advisor. There will be a meeting with the College of Liberal Arts and Sciences and MDSK concerning advising with students who have a minor in Secondary Education.

III. Recommendation/ Proposal

1) We want to set some standard days of the week for the PEC meetings beginning in spring 2012. The recommendation is to meet two times each semester and have that occur in the months of September and November for all terms/February and April for spring terms (second week of each of these months; rotate the day of the week) – for example, September Meet the 2nd Friday (9:30 – 10:45 a.m.); November meet the 2nd Tuesday (12:30 – 1:45 p.m.); February the 2nd Tuesday (12:30 – 1:45 p.m.); April the 2nd Friday (9:30 – 10:45 a.m.). It was decided that Melba will send out meeting possibilities to PEC members for their input. We will make a final decision at the November 17th meeting of the PEC.

The meeting was dismissed at 10:45 a.m.

Next meeting is scheduled for
Thursday, November 17th from 12:30 – 1:45 p.m.
Cone 208