Teacher Education Council

February 11, 2011

3:00 – 5:00 pm

Fireplace Lounge

**Minutes**

**Members Present:** R. Grantham, R. Janke, B. Buxton, J. Cottone, B. Mattingly, D. Farnsworth, E. Gravani, J. Mosher, N. Aumann, A. Schutt, A. Pagano, C. Widdall, C. Sarver, E. Kudela, J. Bailey, J. Lykos, K. Hempson, L. Campbell, L. Couturier, M. Kelly, G. Peterson

1. Approve Agenda: Approved as written.
2. Approve Minutes from 1/28/11: Approved as written. All in favor.
3. Standing Committee Reports:
	1. TEC Bylaws Committee – J. Cottone – The committee will be discussing amending the current bylaws. Equal representation from all three schools is preferred. If students are interested in serving as representatives, they would need to be voted in. There would need to be an amendment to the by-laws on how students are selected. Another topic for discussion is the role of the TEC Curriculum Committee. J. Cottone will send information out to members asking for suggestions on amending the by-laws.
	2. TEC Assessment Committee – D. Farnsworth – The committee will not be able to meet prior to the NCATE Board of Examiners site visit. It is difficult getting members of the committee together. The committee will meet on February 21. This will be the first meeting for the spring semester. Topics of discussion will be; 1) Where are the weaknesses within the unit assessment system and how to cope; 2) Strengths of the assessment program. We will look at the advanced programs. The primary focus of the February 21 and 28 meetings will be to prepare to meet with the Board of Examiners. We will review the narrative from our Institutional Report, exhibits, and the TECAS evaluation system. The week after spring break we will work with feedback provided from the Board of Examiners to address any weaknesses. A long range plan for meeting to refine assessment instruments will be established. As part of the preparation for the visit, be sure to look at the Institutional Report, Standard 2 and the exhibits. The assessment handbook will be included as one of the exhibits. This will be compiled by J. Bailey.
	3. Conceptual Framework Committee – No report.
	4. TECRC – N. Aumann – See attached report with comments.
	5. TEC Curriculum Committee – No report.
4. Old Business:

**a.** NYSED mandate on Special Education – M. Barduhn

i. SPE 275 and 520 - A new curriculum proposal has gone through the School of Education Curriculum committee. Some minor revisions were completed and the proposal has been forwarded on to the dean

ii. Discussion on request for one year waiver of implementation - The question was raised whether or not a one-year waiver should be requested or to move forward with the proposal. The following is based on discussion: There is a lot to be considered and approved in a short period of time. A one-year waiver would allow for further discussion and a more complete understanding of what changes need to be made in order to meet the new requirements. For example, the 15 hour field placement requirement would not apply to Communications and Disorders and Sciences majors. Considering the number of new freshmen and transfer students coming into the program, it is important to get the waiver. It was also stated it would be difficult to complete all of the work that still needs to be done in order to shift things in the program in such a short time frame. It takes time and effort for change. Transfers will be hit the hardest. The changes in field placements will require a lot of dialogue with the schools. Foundations and Social Advocacy strategic plan is to develop their 7 – 12 majors connected to content areas. The curriculum process and review system is such that if a proposal is submitted and approved in the spring, it is not implemented until the next spring. Is there a reasonable chance of a waiver being approved? If a waiver is requested, how long will it take to be notified? M. Barduhn would have to ask the Provost to fast-track the approval process. The following suggestions were made: 1) Sciences are proposing to offer a course with field experience, perhaps adding to or using the existing structure and embedding the field experience. 2) Take 15 hours out of a senior course and put it into special education (SPE 270 could be taken simultaneously.) 3) Observation hours can be reconfigured. (Clinical experience will include the 25 hours. The deans will look into this.) 4) Field work is only one credit. It is difficult to pull it out. M. Barduhn suggested that discussion continue and a decision be made by the end of the spring semester. M. Barduhn will work on the structure of the letter. M. Barduhn requested a vote to vote. L. Campbell made a motion. E. Kudela seconded. All were in favor with the exception of two abstentions.

**b**. Update from the Dispositions Sub-Committee (administration plan for advanced programs) – N. Aumann – To date, there has been no feedback on wording, objectives, etc. There was no meeting of the graduate coordinators. A meeting has been scheduled for Wednesday from 2:00 – 3:00 pm. N. Aumann asked to be put on the end of the agenda and will send information from that meeting out electronically.

1. New Business: (Discussion Items)
	1. ID Badges: Distribution Process and Timeline – M. Barduhn – K. Beney is working on getting the ID badges for student teachers. Materials have been ordered.
	2. NCTQ Update – M. Barduhn – Schools of Education and administration are now paying attention. In 2007, SUNY Cortland participated in a study conducted by NCTQ with regard to Childhood Education. It was later learned that this organization did not pay attention to the materials that were submitted by SUNY Cortland. As a result, SUNY Cortland has sought legal council. There has been no further consultation with NCTQ. The methodology and ethics of this organization are questionable.
	3. Update from the NCATE Executive Steering Committee – M. Barduhn and the Committee
		1. Report from the NCATE Site Visit Committee – M. Barduhn – Preparations for the site visit are progressing. The Board of Examiners Team has changed a few times recently. The committee is working on travel arrangements. B. Klein is working with student ambassadors. She has conducted two training sessions.
			1. Preparations for Meeting with the BoE – Final Schedule - The final schedule has been completed. An open faculty meeting has been scheduled. Please come and make your voices heard. School visits have been scheduled with Cortland City Schools, Tully Central Schools and Ithaca City Schools. We are looking for school administrators to attend a session on campus as well as host teachers, initial and advanced candidates, advisory board members and alumni. If you know of anyone, let us know. We can provide videoconferencing if necessary.
			2. NCATE Informational Packets Distributed to Relevant Groups – M. Barduhn will be meeting with the Chair’s Councils from all three schools and will distribute informational packets to all department chairs. For preparation of adjuncts and students, M. Barduhn will distribute information electronically.
			3. Poster Session Update - . The poster session is being scheduled by J. Walkuski and P. Buckenmeyer. Jacobus Lounge will be available on Friday afternoon for faculty to set up for the session.
		2. Modifications to the Teacher Education Website – We recently added our NCATE brochure to the Teacher Education website. The Professional Education Unit website can be accessed through the Teacher Education site. We are still working on populating some areas. It is still under construction and will be completed by the time of the site visit. Most course syllabi have been posted to the Professional Education Unit website, although we are still lacking some syllabi. There is still work to be done on completing the list of classes being held on Monday and Tuesday, which may be chosen for a visit by the BoE Team. If a class is selected for a visit, the corresponding syllabus is a necessity. Therefore, it is imperative that all syllabi be received for inclusion on the website.
		3. Video Production – M. Barduhn is looking into the possibility of creating an NCATE video which would be used to inform students, faculty and staff of what NCATE is all about. Work has begun.
		4. Review of the Preparation Questions for Constituent Groups -
			1. M. Barduhn has shared a list of prep questions for Professional Education faculty. This is not a substitute for reading the Institutional Report. Read it and get a sense for what is contained in the report. Conceptual Framework slides are available; the deans have them. If you need them, let the deans know. The group briefly went through the questions and addressed any questions from the committee. M. Barduhn asked for examples of portfolios; if you want to share one that is exemplar, please do.
			2. The committee reviewed the assessment questions and addressed any areas of concern.

The meeting adjourned at 4:50 pm.