Council Exec Minutes

October 10, 2001
3:10 p.m.-4:30 p.m.
Rm. 38C, Education Building

MEMBERS PRESENT: Susan Fowler, John Grashel, Joe Harper, Eve Harwood, Christine Jenkins, James Leach, Ann Mester, Linda Sloat, Trudy Walters, Leigh Witt, Patricia Wojtowicz, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Kim Graber, Brenda Lindsey, Keith Marshall, Marisa Ptak

STAFF: Cicely McClennon

1. Approval of Minutes, Announcements, and Additions to Agenda

a. The meeting was called to order by Benson at 3:05 p.m. Benson asked if there were any additions or corrections to the minutes of May 9, 2001. Mester, seconded by Graber, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that the conceptual framework posters are ready and members can pick them up as they leave the meeting. The posters are prominently displayed in the College of Education.

Zych announced that we are pleased to have two student representatives serving on the Executive Committee this year. Marisa Ptak represents undergraduate students and Leigh Witt represents graduate students. Benson asked everyone to introduce themselves and indicate what group they represent.

Zych reminded everyone that he needs the data for the annual ISBE Institutional Data Report by September 14th.

Zych advised the committee that future program revision proposals will need to address the conceptual framework and ISBE standards as part of the proposal. Since this information is not required by the Senate, he suggested that an appendix be attached to proposals to provide the necessary information. Members requested that staff develop a format for the appendix.

c. There were no additions to the agenda.

2. Proposals: None

3. Matters for Discussion/Action:

a. Demonstration of the ISBE Review Website: Benson introduced Eric Ohlsson, who is working with Council staff to develop a website for the ISBE Review. To the extent possible, all of the documentation and exhibits for our review will be accessible to the review team on the web. The site is being developed with the intention of making data that is not sensitive generally accessible to the public after the review. It will also provide a means of easily updating information for future reviews. Ohlsson described the site and gave a demonstration of how it works.
b. **Additional CTE Budget Request:** Fowler reported that she has requested that part of the money generated by the surcharge on freshmen be allocated to the Council to increase the funding of clinical supervision for our candidates. This will benefit all colleges with teacher preparation programs and has the unanimous support of the Council deans. She asked for an increase of 12% in funding, which is $100,000. The request was made in August and she is waiting to hear if it has been granted.

c. **Proposed Revisions to Common Assessment for All Professional Education Preparation Programs:** Benson reported that the assessment plan has been reviewed by our ISBE liaison, who indicated that it was not acceptable since admission to a program is based solely upon GPA and does not permit evaluation throughout the program. The proposed revision would require an essay related to the pillars of the conceptual framework at admission and at the time of recommendation for certification. The essay would not determine admission or certification recommendation but would provide data that could be used in evaluating student progress throughout the program and our conceptual framework. In addition, a web-based survey based on the same elements would be developed for program completers and sent to them at the end of their 1st, 3rd, and 5th years after completion of the program. Additional program-specific items could be added to this survey.

Benson explained that the development and implementation of the scoring rubrics for the essays would be the responsibility of the Council staff. Both common essays would be scored annually by trained evaluators. Staff would maintain a database of information gained from the essays and graduate surveys, providing programs with annual reports. Programs would evaluate the data that they receive and provide an annual report to the Council staff on how they have used the data in regard to program modification, program assessment, candidate performance, and candidate assessment. The program response would become part of the required annual ISBE Institutional Data Report. Data from the essays would also be used to assess the conceptual framework.

If the proposed essay requirements are adopted by the Executive Committee, spring 2002 applicants would be asked to write an essay. An admission rubric would be developed during the summer of 2002. The exit essay rubric would be developed during the summer of 2003, using essays voluntarily submitted by program completers during spring 2003. The web-based survey of graduates would be piloted during spring 2003. The essay requirement would be implemented for all students entering programs during the fall of 2003 or later.

Benson stressed that the essays will be used for assessment purposes and admission to a program or recommendation for certification would not be based on a score on the essays. Programs will make their own decisions about how they wish to use the essays in relation to admissions. Leach noted that the proposed essay will be used by the College of Education in the spring of 2002 and what the applicants say on the essay will have an impact on whether they are admitted to the programs.

During the discussion that followed it was noted that, due to varying admission points, some students would be writing the initial essay as freshmen while others would be writing it as sophomores. It was also suggested that if an essay were to be required as part of the admission process it would be difficult to justify to a student that they were not admitted to a program even though they wrote a very good essay. It was suggested that the program application could make clear that the essay is a Council requirement, rather than a program requirement.
Several members indicated that they would want to include other elements in the essays. It was suggested that the scoring rubric could accommodate this. Additional suggestions included putting a word or page limit on the essays.

Benson said that if the Executive Committee approves the concept of the essays, she will present the proposal to program coordinators and area committees for feedback. She would like to bring the proposal back to the Executive Committee for a vote at the November meeting. The Executive Committee supported moving forward with the proposal.

4. Updates/Reports:

a. ISBE Review: Benson handed out a packet of materials that will be distributed and discussed at the ISBE Review workshop on September 13th. The workshop will be attended by program coordinators, area committee chairs/co-chairs, ISBE review coordinators, and public school representatives. Benson drew attention to the ISBE Institutional Review Calendar which provides information on when various documents and exhibits are required and who is responsible for completing the associated tasks. She noted that we are requesting electronic data wherever possible since there will be only one exhibit room and we hope to have most of the documentation on the ISBE Review website. We have made all of the forms and matrices available electronically and we will have samples of completed matrices to hand out at the workshop. Special education standards for all teachers have been combined with the Illinois Professional Teaching Standards, thus eliminating one matrix. We have also developed a matrix that programs can use to provide the required data on professional education faculty, which is defined as those who teach required courses in the programs.

Benson presented for discussion a draft proposal for the assessment of the conceptual framework, noting that we were cited for not having an assessment plan by the ISBE committee that reviewed our conceptual framework. Our ISBE liaison has told us that an assessment plan is essential for the review. The proposed plan calls for a web-based survey to be administered annually to Executive Committee members, area committee members, program coordinators, selected public school personnel, selected candidates and program graduates, teacher education faculty, and teacher education advisors. Based on survey responses, focus groups will be organized by Council staff and conducted by outside consultants. Focus groups will be convened biennially unless it appears necessary to convene them more frequently. These groups will provide feedback to the Executive Committee, which will review any suggested modifications to the conceptual framework and make the final decision regarding such suggestions.

In the discussion that followed it was suggested that the survey include a section for comments.

Leach, seconded by Grashel, moved approval of the Assessment of Conceptual Framework proposal as presented. Unanimously approved.

Benson asked Executive Committee members to hold April 13th through 17th open for the ISBE Review. Benson and Zych will meet with the team on Saturday morning to provide the overview for the visit. The team wants to meet with various groups of individuals on Saturday afternoon and Sunday. Council will probably sponsor a tea on Sunday afternoon.

b. Meeting with Legal Counsel: Benson and Zych reported on their meeting with University Legal Counsel last spring. The purpose of the meeting was to discuss changes in the Clinical Experiences Placement Agreement, the contract that we sign with all schools in which we place our candidates,
and what actions we should take regarding the determination of good health and character of our candidates. The latter was in response to requests from ISBE that we monitor our candidates more closely and in ways that the Executive Committee determined were intrusive and overbearing.

Counsel worked with staff to revise the Clinical Experiences Placement Agreement. A copy of the revised document was provided with the agenda. We are sending this contract to any school that has not previously had an agreement with us and will send it out to all schools to sign and return this fall. The new contract will have to be signed and on file in our office in order for any students to be placed in the school fall semester 2002 or later.

Benson noted that we were not able to include language in the agreement regarding the sexual orientation of candidates. Although the University prohibits discrimination on that basis, it is not part of state or national anti-discrimination policies. Consequently, we cannot require our cooperating schools to adhere to that policy. Individual programs may make decisions regarding the placement of their candidates in schools where they believe that such discrimination is a factor, but Council may not make it official policy.

Zych reported that Counsel said that we could not monitor candidates’ health or character beyond what is necessary for them to perform satisfactorily in the program. We can, however, ask candidates to respond to the same questions that are presented to them on the Illinois Application for Teaching Certificate and Application for School Service Personnel or Administrative Certificate. Consequently, staff has modified the Authorization for Criminal Background Check form to include those questions. Asking the questions at the time a candidate enters a program will allow us to resolve any issues that arise and assure that we do not have instances of a candidate completing the entire program and then being denied certification because of state law.

Jenkins asked if the Authorization for Criminal Background Check form could be made available on the web. Zych replied that the form requires an original signature and that he is not comfortable making it generally available since staff only performs the background check for professional education certification candidates. There are many other activities on the campus that also require criminal background checks and Council staff cannot handle a flood of authorization forms that are not for certification. Further consideration will be given to the matter to determine whether there is a way to do it that would limit access to the appropriate individuals.

c. **Area Committee Appointments for 2001-02:** Zych drew attention to the area committee list, noting that a number of committees still need student representatives. He asked for help in getting students appointed and that he be provided with their names as soon as possible.

d. **Data Base Position:** Benson reported that the data gathering and management necessary to comply with ISBE and other agency reporting requirements continues to grow. Council has added a new staff position for data management and Sandra Manter, formerly the certification specialist, has assumed that position.

Zych announced that Manter is no longer seeing students in her capacity as certification specialist. Students should be referred to him until an individual is hired to replace Manter in that position. Staff is currently interviewing candidates for the position.

5. **Information Items:** Members were provided with copies of the CTE & CTE Executive Committees membership list for 2001-02, the Certification Ethnicity Report October 1998-May 2001, and the
Annual Certification Report August 2000-May 2001. Several corrections were noted to the membership list. The two reports were not discussed.

6. **Adjournment:** The meeting adjourned by consensus at 4:50 p.m.

**Future meetings:** All meetings are scheduled for 3-5 p.m. in 38C Education Building, unless otherwise noted.

October 10, 2001  
November 14, 2001  
December 12, 2001  
January 23, 2002  
February 13, 2002  
March 13, 2002  
April 10, 2002  
**April 13-17, 2002: ISBE on-site visit**  
May 8, 2002