MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION

January 23, 2002
3:05 p.m.-4:45 p.m.
Room 38C, EDUCATION BUILDING

MEMBERS PRESENT: Susan Fowler, Cheri Carlson (for James Leach), Gary Crull (for Kim Graber), John Grashel, Eve Harwood, Christine Jenkins, Brenda Lindsey, Keith Marshall, Ann Mester, Melissa Ptak, Trudy Walters, Patricia Wojtowicz, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Joe Harper, Linda Sloat

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 November 14, 2001. Mester, seconded by Grashel, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that the approved program in Speech was officially terminated at the January 4, 2002 meeting of the State Teacher Certification Board. There were no students remaining in the program.

The Department of Kinesiology has decided to terminate the 6-12 certification program in physical education. Now that individuals obtaining K-12 certificates are able to split their certificates and obtain both a K-9 and 6-12, there is no need to retain both programs in physical education. An official proposal to terminate the 6-12 program will be forthcoming. ISBE has been notified of the intent to terminate the 6-12 program, so it will not be included in the ISBE Review.

A proposed revision to the Social Studies teaching program has been received in the Council office. As it arrived too late to be included on the agenda for this meeting, it may be sent out to committee members for a vote by mail. Mester briefly described the elements of the proposal, which will bring the program into alignment with the new content standards that become effective on July 1, 2003.

Benson also announced that the workshop scheduled for February 14th has been cancelled, due to the pressures of preparing for the ISBE Review.

c. Benson asked that the following items be added to the agenda for discussion: UIUC social security number policy (item 3.e), allocations of funds to the Speech/Language Impaired program for supervision (item 3.f.), and a proposed policy for the selection of cooperating teachers (item 3.g.).

2. Proposals:

a. Proposed Revisions to the General Education Requirements for Music Education: Harwood briefly described the elements of the proposal, which brings the music education curriculum in line with campus general education requirements. The requirements formerly mandated by ISBE have been deleted, with the exception of a speech performance course, leaving candidates in the program...
more freedom in the selection of courses to satisfy their general education requirements. Psychology 100 will also be required because it is a prerequisite for Educational Psychology 211. The humanities requirement specifies that courses to satisfy general education must be taken in a subject other than music.

A question was raised as to when the University would be implementing the full 9-hour requirement for humanities, social sciences, and natural sciences. Marshall responded that the implementation has been delayed, due to budget constraints, and proposals currently being put forth for approval do not need to include 9 hours in those categories. He did suggest that the proposal be amended to include courses in U.S. minority cultures as an option for satisfying the Non-Western Cultures requirement.

Harwood, seconded by Mester, moved approval of the proposal with the amendment suggested by Marshall. Unanimously approved.

b. Discussion of implementation for the common assessment requirements: Benson handed out copies of the two common assessment plans that have been approved. Zych asked for input from Marshall on the proper way to make sure that the provisions of the plans are included in the Programs of Study catalog. Marshall responded that this could be handled administratively if Benson sent him a memo from the Council asking that he do so. It was agreed that Council staff would first send the proposed GPA standards to the appropriate representative on the Executive Committee for review. Upon approval of the Executive Committee member, Benson will forward the memo to Marshall for administrative approval.

3. Matters for Discussion/Action:

a. Proposed Revisions to the Common Assessment Plan for Graduate Education Programs Leading to Certification as School Leaders or School Service Personnel: Benson recapitulated earlier discussions that led to the development of this plan. She pointed out that this plan shares common assessment points with the other plans but each of the affected programs has developed separate prompts for the UIUC Professional Education Assessment which reflect their areas of preparation. This plan applies to the school leadership programs in the Department of Educational Organization and Leadership and the School Social Worker program. It will also apply to the Speech/Language Impaired program when it transitions from a special K-12 program to a school service personnel program in 2003.

Benson noted that discussions will be necessary to determine how to deal with the requirement of passing the ICTS test of Basic Skills for admission. This poses a problem for these and other programs since many graduate students come from out of state and do not have the option of taking the test until they have moved to Illinois. The same issue faces undergraduate programs in relation to transfer students from outside of Illinois. Presently, there exists no way to register for or take the test on-line. A group will be convened to address this issue after the ISBE Review site visit in April.

Mester, seconded by Walters, moved approval of the Common Assessment Plan for Graduate Professional Education Programs Leading to Certification as School Leaders or School Service Personnel. Unanimously approved.
b. **Communication Area of Specialization Committee (ASC) name change:** Benson reported that the Communication ASC would like to change its name to the English Language Arts (ASC), which reflects the new ISBE content standards. Jenkins, seconded by Marshall, moved approval of the name change. Unanimously approved.

c. **Establishing an ASC for Speech and Hearing Impaired Program:** Benson reported that the Speech/Language Impaired program would like to have its own ASC apart from Special Services. Given the new ISBE standards and the planned change of the Speech/Language Impaired program to a school service personnel certificate, it seems appropriate that it have its own ASC rather than remaining in an ASC with special education programs. The program has requested that the ASC be called Speech-Language Pathology, which is in line with the new certification designation. Lindsey, seconded by Marshall, moved approval of the creation of the Speech-Language Pathology ASC, effective Fall, 2002. Unanimously approved.

d. **Discussion of 2001 Professional Education Data System Report:** Zych commented on the compilation of this report and thanked everyone for the effort in supplying him with the required information. He urged everyone to avoid using the data in this report for any purpose because the way that AACTE requires data to be reported gives a false impression of enrollments and completers in our programs. He explained that to our AACTE report liaison and was told to report the information the way they asked for it. He also drew everyone's attention to the fact that next year we will be expected to provide data on the number of our completers who are currently teaching, working in another field, or in an “unknown” status.

e. **UIUC social security number policy:** Benson reported that the University is moving away from the use of social security numbers as identifiers for students and cooperating school personnel. Staff has been informed that we may no longer request social security numbers from our cooperating personnel, which complicates our ability to process tuition and fee waivers for them. We have been instructed to obtain University Identification Numbers (UIN) for them, but the office that issues those numbers has indicated that they cannot respond to our request. This change will also require revisions to all of the data bases that staff use.

This poses problems for the certification staff, as well, because certification tracking is based on social security numbers. At present, there is no easy way to use a student’s UIN on Council documents and then convert to the social security number for certification purposes. UI Direct also uses social security numbers to locate student records.

Benson is working with Carol Livingstone’s office on these matters and staff will begin converting to the use of UIN’s as soon as possible. Some forms have already been redesigned to ask for Net ID, rather than social security number, which allows access to student records but does not help with cooperating personnel unless they also happen to be registered as students.

f. **Allocations of funds to the Speech/Language Impaired program for supervision:** Benson explained that Council has not been funding the school social work and administrative programs for supervision because they do not have the same expenses as the teacher preparation programs. The speech/language impaired program has been funded for supervision, since it is a teaching program, but it will no longer be a teaching program when it shifts to school service personnel certification. The question, then, is should Council continue to fund supervision for the speech/language impaired program?
After some discussion, it was agreed that the program should submit a proposal to Council for continued funding for supervision as a school service personnel program. The proposal will be brought to the Executive Committee for review.

Benson noted that Council has been asked to return funds to campus, due to the current budget shortfall. These funds will decrease the money available for supporting expenses and supervision in the teaching programs.

g. Proposed policy for the selection of cooperating teachers: Benson presented a draft of a proposed policy establishing criteria for the selection of cooperating teachers. She said that we need to make clear what our criteria are and who is responsible for making decisions regarding the selection of cooperating personnel. This proposal, which will be presented to clinical experiences program coordinators at a meeting on January 24th, establishes minimal criteria for the selection of cooperating teachers for the teacher preparation program; it does not apply to school administrative or school service personnel programs. Programs would be free to add additional criteria, as long as they put it in writing.

During the discussion it was suggested that requiring three years of teaching experience could be a problem for some programs and that the experience requirement be expressed as preferred, rather than required. There was also a suggestion to add a statement that satisfying the criteria listed does not guarantee selection as a cooperating teacher.

The proposal will be brought back to the Executive Committee for approval after comments are received from the clinical experiences program coordinators.

4. Updates/Reports:

a. ISBE Update: Benson reported that the ISBE has eliminated 40 positions in the agency. This is not expected to affect our review in April.

Zych reported that the rules governing the institutional review process and allowing the use of content-area tests for graduation requirements were adopted by ISBE on January 2, 2002. In accordance with the recently approved common assessment plans, UIUC candidates for certification who begin their programs fall, 2003 or later will be required to pass the content-area test prior to being recommended for certification.

Mester suggested that the Executive Committee discuss the future of teacher education minors after the review is over. Given the new standards for content areas, it appears that there may be no need to retain teacher education minors. Zych suggested that the next version of the Programs of Study catalog contain a statement that completion of the requirements listed for the minors will not guarantee certification to teach in those subjects. Presently, it is not clear how endorsements will be determined after July 1, 2003. He said that he would be reluctant to take any action on the minors until ISBE’s intentions are known.

b. ISBE Review: Benson reported that the Preliminary Information Report and the Elementary Education Program Report have been sent to ISBE. She gave everyone a copy of the Preliminary Information Report and noted that all programs will have to submit a report like the Elementary
Education Program Report for future institutional reviews. Marti Woelfle, our ISBE liaison, commented that the Preliminary Information Report is very thorough.

Staff is presently working on the Institutional Report and the Alignment of Programs with Illinois Content-Area Standards Report, both of which are due in February. We may be contacting people with requests for additional information as we complete these two reports.

The Previsit has been changed from February 28th to March 11th. By then, staff will have revised the Clinical Experiences Handbook, produced a CTE policy manual, and hopes to have made revisions to the Area-of Specialization Committees (Authorization and Purposes) handbook.

Benson asked if committee members are able to identify budget allocations for technology in their colleges or schools that go to professional education preparation programs. Most responded that their budgets are intertwined with others and they cannot isolate what is allocated specifically to professional education preparation programs.

5. **Information Items:** Members were provided with copies of the Preliminary Information Report Prepared for the 2002 ISBE Institutional Accreditation Review, the ISBE Institutional Data Form: 2001, and the home page of the CTE website that is being prepared for the Fifth Year Review.

6. **Adjournment:** The meeting adjourned by consensus at 4:45 p.m.

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

February 13, 2002 (subsequently cancelled)
March 13, 2002
April 10, 2002

**April 13-17, 2002: ISBE on-site visit**
May 8, 2002

*time and location TBA