MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION

August 21, 2002
3:05 p.m.-5:10 p.m.
Room 242, Education Building

MEMBERS PRESENT: Bonnie Armbruster, Sheryl Benson, Cheri Carlson, John Grashel, Joe Harper, Eve Harwood, Christine Jenkins, James Leach, Ann Mester, Diane Ore, Linda Sloat, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Gary Crull, Susan Fowler, Lasonya Harris, Brenda Lindsey, Keith Marshall, Marisa Ptak, Cathy Simon

OTHERS PRESENT: Eric Ohlsson, CTE staff, Marge Jerich, CTE staff

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 June 12, 2002. Armbruster, seconded by Grashel, moved approval of the minutes as presented. Unanimously approved.

Benson asked if there were any additions or corrections to the minutes of July 1, 2002. Mester, seconded by Jenkins, moved approval of the minutes as presented. Unanimously approved.

b. Benson introduced returning and new members of the council executive committee. Lasonya Harris is a graduate student and secondary English major and will serve as one of the student representatives. Marisa Ptak asked to remain as a student representative on the committee. Linda Sloat has agreed to remain as a public school representative and Cathy Simon, an elementary teacher from Leal Elementary School, has agreed to serve as a public school representative. Diane Ore will be representing the College of Applied Life Studies.

Benson announced that there are 4 parking passes available for public school representatives, students, and anyone with special needs. Members who need a parking pass should contact Sharon Ward.

Zych announced that future council executive committee meetings will be held in room 242 rather than in 38c Education building.

Zych announced that the governor’s commission to revise the school code will hold public hearings at local community colleges to discuss proposed school code changes and gather public opinion on the commission recommended revisions. The next public hearing will be held at Richland Community College on August 29, 2002. The CTE office has received a copy of the report and CD for review and will provide copies to anyone who is interested.
Benson mentioned a few proposed changes to the school code which will not impact teacher education but relate to additional public school record keeping and health issues.

Zych announced that we are required to report to ISBE by September 7th on how we are assuring that our programs will be in compliance with the Core Technology Standards by fall, 2003. He also expects to receive information on the annual ISBE and AACTE reports soon. He will send this information to the dean designees as soon as he receives it. The deadline for both reports is October 1st.

c. There were no additions to the agenda.

2. Proposals: None.

3. Matters for Discussion/Action:

a. Conceptual Framework Indicators Proposed Revisions: Benson informed members about the June 24th clinical experiences program coordinators workshop to review the UIUC Conceptual Framework indicators. The workshop was well attended and included public school personnel from the elementary and secondary schools, public school administrators, UIUC faculty, area of specialization committee chairs, university supervisors and advisors. Benson distributed a summary of all proposed revisions to the conceptual framework indicators. Members were asked to review the latest revisions for final review and approval. Members recommended a few verbal changes to the indicators. Mester, seconded by Jenkins, moved approval of the conceptual framework indicators with the proposed revisions. Unanimously approved.

b. CTE Governance Structure: Benson reported that the CTE sub-committee on the governance structure met and developed proposed revisions on the function of area of specialization committees and the roles and responsibilities of area of specialization committee chairs/co-chairs and clinical experiences program coordinators. The proposed changes address issues raised by the ISBE review team. Benson stated that the role of the clinical experiences program coordinators has evolved over time and their responsibilities have changed. Benson noted that changes to the CTE governance structure will require revisions to the CTE by-laws and to the Area of Specialization Handbook: Authorization and Purposes. A handbook will also need to be developed for clinical experiences program coordinators.

A copy of the proposed revisions to the governance structure was distributed for review. Leach asked what was meant by full-time faculty. Would they need to be full-time in teacher education? Through further committee discussion, it was agreed that the NCATE definition used to define full-time faculty does not fit UIUC’s definition of departmental faculty appointments. Leach asked what was meant by curriculum development. Should the area of specialization committee be involved with curriculum development? The committee agreed to specify that the area of specialization committee should be responsible for monitoring curriculum in professional education, but developing curriculum is a departmental responsibility.
Leach expressed concern about the increased work load for area committees and the resources needed to accomplish proposed tasks. Benson said that she and Fowler have discussed this issue and that it will be something that they will need to address through a request of additional funds from the provost.

Benson said that the proposal, as modified by the executive committee, will be presented to clinical experiences program coordinators at a meeting on August 22nd. She also stressed the importance of finalizing ASC appointments for 2002-03 and asked that membership lists be sent to Zych as soon as possible.

c. **Electronic Assessment Options:** Benson gave a brief overview of LiveText, a software system that assists with the alignment of course syllabi with national, state and institutional standards and is capable of producing summary reports. The software also has the ability to upload candidate work samples aligned to the standards. Benson said that a representative from the company can give a presentation and answer questions at the next meeting. Due to the amount of work that needs to be accomplished in the next several meetings, members suggested moving the presentation to January.

Mester suggested that the council executive committee meetings be extended by another hour starting at 2, instead of 3, and ending at 5 pm. The committee agreed to the longer meetings.

d. **Program Review Committees:** Benson distributed the approved policy statement, *Program Compliance With ISBE Mandated Standards For Fall, 2003 Admission*. She also distributed two documents that have been developed to assist the program review committees in their work. One document summarizes the responsibilities of the program alignment coordinator and provides suggestions for reviewing matrices. The second document provides a format for the program alignment coordinator to use when evaluating program matrices. Benson also distributed a sample letter, prepared by Harwood, that program alignment coordinators can use to communicate the findings of their review to the appropriate department head and area committee chair.

Benson reported that she, Harwood, Mester, and Zych have met to review programs in Art and Music. The two documents as provided to assist in the review process were developed as a result of those meetings. Mester and Harwood said that a minimum of two hours is necessary for each program review and it would be helpful if all participants were able to review the materials prior to meeting.

Leach raised concerns regarding the deadline of October 18th for the review of all program matrices. Benson said that the deadline is necessary for those programs that will need to make revisions that will require approvals at the campus level. Some allowance in time can be made for programs with minor revisions.

4. **Updates/Reports**

a. **Budget Report:** Postponed to the September meeting.
b. **Senate Bill 1953:** Leach asked how we are going to handle out of state admissions, given the provisions of Senate Bill 1953. Benson suggested that candidates could be admitted with conditions until they pass the Illinois Basic Skills test. Leach suggested that the Office of Admissions and Records should be able to do that. Benson stated that she has requested that the signing of Senate Bill 1953 be placed on the agenda for the next A & A Deans meeting.

Harwood suggested that the testing requirement should also be mentioned in the UIUC transfer handbook. She added that Abel Montoya in the Office of Admission and Records handles undergraduate admission information and articulation.

Benson asked who should be sent the scores for the Illinois Basic Skills test for each program. The names of those individuals should be given to Zych as soon as possible.

c. **UIUC Assessment Prompts:** Postponed to the September meeting.

d. **Bloodborne Pathogens Training:** Postponed to the September meeting.

e. **CTE Website:** Postponed to the September meeting.

f. **Preliminary 01-02 Title II Data:** Postponed to the September meeting.

g. **IACTE Assessment Sub-Committee Position Statement:** Postponed to the September meeting.

h. **Electronic Processing of Entitlement Notification:** Postponed to the September meeting.

5. **Information Items.**

a. **Additions to the CTE Policy Manual:** Benson reviewed additions to the CTE Policy Manual. Manuals were provided to those who needed them.

b. **CTE Executive Committee Membership 02-03:** Benson distributed the Council Executive Committee list and asked members to review it and make any necessary corrections.

6. **Adjournment:** The meeting adjourned by consensus at 5:10 p.m.

**Future meetings:** All meetings are scheduled for 2-5 p.m. in 242 Education Building, unless otherwise noted.

- September 18, 2002
- October 16, 2002
- November 20, 2002
- December 18, 2002
- January 22, 2003
- February 19, 2003
- March 19, 2003
- April 16, 2003
May 14, 2003