MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
September 18, 2002
2:05 p.m.-4:45 p.m.
Room 242, Education Building

MEMBERS PRESENT: Ave Alvarado, Bonnie Armbruster, Anna Ball (for Joe Harper), Sheryl Benson, Cheri Carlson, Gary Crull, Susan Fowler, John Grashel, Eve Harwood, Christine Jenkins, James Leach, Brenda Lindsey, Keith Marshall, Ann Mester, Diane Ore, Marisa Ptak, Cathy Simon, Chet Zych

MEMBERS ABSENT: Lasonya Harris, Linda Sloat

OTHERS PRESENT: Marge Jerich, CTE staff

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

a. The meeting was called to order by Benson at 2:05 p.m. Benson asked if there were any additions or corrections to the minutes of August 21, 2002. Mester, seconded by Ore, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that Sandra Manter, CTE Data Manager, has agreed to process criminal background checks until a replacement is hired for the certification specialist position.

Benson introduced Anna Ball from the College of Agricultural, Consumer and Environmental Sciences. She and Neil Knobloch will represent Joe Harper as committee alternates. Marisa Ptak, one of our past candidate representatives, was welcomed back to the committee.

Benson mentioned that the revised Conceptual Framework Indicators, adopted by the Council Executive Committee on August 21, 2002, are on the CTE web site. Revisions are currently being made to the posters, executive summary, and the text.

c. There were two additions to the agenda. Benson added item 4j. C & I Reading Course, and 4k. Draft of ISBE/NCATE Protocol: Recommendations from ISBE/NCATE Partnership Committee.

2. Proposals: None.

3. Matters for Discussion/Action:

a. Basic Skills Test for Admission: Benson reported that the signing of PA92-0734 raises some issues for out-of-state candidates transferring into Illinois institutions. Zych reported that since the Basic Skills test is not available on-line, out-of-state candidates must come to Illinois to take the test. Candidates would prefer to be notified of their admission status before traveling to Illinois to take the test. Zych added that due to security issues, NES does not intend to offer the Basic Skills test on-line. He suggested that one solution would be to admit out-of-state candidates conditionally for one semester. This would provide out-of-state candidates with a couple of test dates to take and pass the Illinois Basic Skills test.
Carlson suggested that Martha Moore, Interim Director, Office of Admissions and Records, be involved in discussions regarding this matter. There are questions related to which agency issues letters of acceptance and has the authority to designate them as “conditional”.

Another issue is that Music and Agriculture admit candidates as freshman. Harwood mentioned that the Basic Skills test may not be an issue for Music because students need to complete MUS 140: Introduction to Music Education before admission into the program.

The Graduate College also needs to be involved in the discussions since there is a question of who can encumber graduate students. Alvarado said that departments can encumber graduate candidates.

Benson suggested that a smaller group convene to discuss issues related to the Basic Skills test admission requirement and draft a policy for the committee to discuss at the October or November meeting. Marshall offered to help facilitate the process. Zych and Carlson agreed to develop a policy draft for review.

Zych clarified the procedure which will be used by admitting personnel to obtain test results from the CTE office. Information will be provided only to the individual designated by the Executive Committee members. The designee must provide Sandra Manter with the name and social security number of the applicant. Manter will provide a list that includes the candidate name along with a “yes” or “no”, indicating whether the candidate passed or did not pass the Basic Skills test. Zych added that he needs to know who is designated to request this information for each program.

b. CTE Governance Structure Draft II: Benson reviewed a draft of the CTE governance structure and asked for member reactions and suggestions. Several revisions were suggested. Harwood, seconded by Mester, moved approval of Area of Specialization Committee and chair/co-chair responsibilities with revisions as discussed. Unanimously approved. The CTE Bylaws will be amended to reflect the changes.

Further review and discussion regarding responsibilities of clinical experiences program coordinators will occur at the next coordinators meeting. The resulting document will be brought back to the Executive Committee for final approval.

c. Revisions to Common Assessment Plans: Members discussed and approved changes to the Common Assessment plans necessitated by PA 92-0734, as well as several editorial clarifications. A final copy of the revisions will be available at the next meeting.

A system is needed to monitor the GPA requirements of the Common Assessment plans. Harwood suggested that the requirement could be written into DARS and a report could be produced at the end of each term. Carlson commented that the timing of the report, based on current report generation patterns, may not coincide with the time when data is needed by programs in order to make decisions regarding continuation.
Carlson and Zych will meet with Mike Faullin from OAR to determine the feasibility of developing a report. Zych noted that CTE staff still needs a final list from programs designating which courses are to be used in determining GPA’s. Those lists will be sent to the appropriate Executive Committee member for review before the requirement is implemented.

Further discussion is needed on how candidates will be notified if their GPA falls below the requirement. In addition, a system for monitoring graduate student GPA’s must be devised because graduate programs do not use DARS.

d. NCATE Accreditation: Fowler reported on the possibility of re-joining NCATE. Based upon discussion with deans at peer institutions, as well as other institutions in the state, Fowler reviewed some common advantages perceived in joining NCATE. These include more technical assistance in preparing for the fifth year review, access to consultants, more likely to have a review team composed of reviewers from institutions with similar scope and mission, and membership would give us a greater voice at the national level to make improvements in professional education.

Fowler mentioned that some of our graduates applying for certification in other states have been asked if they graduated from an NCATE-accredited institution. Although this has not been a problem in the past, it could become one in the future. Last year, the U.S. News and World Reports used NCATE-accreditation as a quality indicator when rating institutions.

Politically, it is generally felt that it is better for an institution to be part of an accreditation body. The cons would be the extent of additional work and resources that would be involved in preparing for reviews. The application for NCATE membership, which costs $3,000, has been initiated. Fowler said that there will be future discussions regarding membership.

e. Program Enrollment Information: Benson reported that there needs to be a clearer way for CTE staff to know who has been admitted to our professional education preparation programs. CTE staff needs to know the person responsible for maintaining a list of candidates who have been admitted into each of the professional education preparation programs. This information is critical for conducting criminal background checks and bloodborne pathogens training. As CTE develops new databases, it is crucial to have this information.

Benson added that ISBE expects us to track candidates who have left our programs and find out why. In order to comply with ISBE requirements and expectations, as well as providing necessary information to clinical experiences program coordinators, it is essential that CTE staff have accurate and current data on candidates.

4. Updates/Reports

a. Budget Report: Benson reported that the campus protected the Council on Teacher Education from budget cuts for this year. However, since the enrollment of professional education candidates did increase, fewer monies were realized for programs.
b. Program Review Committees: Benson reported that progress has been made in reviewing program matrices for compliance with ISBE mandated standards for Fall, 2003 admission. Meetings have been scheduled with all programs. Program Alignment Coordinators and several programs have already been sent letters telling them what needs to be done before they may be cleared to admit candidates.

c. UIUC Assessment Prompts: The UIUC Professional Education Assessment instrument prompts are under review for changes based upon the revised conceptual framework indicators. A scoring rubric will be developed and individuals will be trained to assess and score the prompts.

d. Bloodborne Pathogens Training: Over 590 candidates have completed the on-line Bloodborne Pathogens training module and quiz. Problems have been associated with candidates unable to access the training. It is important that CTE staff has an accurate list of all candidates who have been admitted into professional education programs and need the training. Otherwise, they will not be authorized to sign on to complete the training.

e. CTE Website: Benson demonstrated the variety of current information available on the CTE web site. Additional on-line services are planned.

f. Preliminary 01-02 Title II Data: The 01-02 Title II preliminary data shows a pass rate of 99% to 100% on the Basic Skills and Content Area tests.

g. IACTE Assessment Sub-Committee Position Statement: Benson reviewed common concerns shared by state institutions regarding the ISBE accreditation review process. IACTE has formed several sub-committees to further discuss these concerns and draft position statements for presentation to ISBE. Benson is a member of the assessment sub-committee.

h. Electronic Processing of Entitlement Notification: Zych reported on a new procedure that would allow candidates to bypass regional offices of education to apply for and receive teacher certification. The new procedure would allow CTE staff to enter certification information into a new on-line system, collect the transcript fee, and issue the certificate. He and Manter will be attending a training session on the new system in October.

i. 02-03 Area of Specialization Committee List: Benson distributed the 02-03 Area of Specialization Committee member list. Executive Committee members were asked to review the list and make any corrections.

j. C & I Reading Course Option: Benson announced that the department of Curriculum and Instruction, supported by the dean of the College of Education, has proposed offering a one-hour reading course that would meet the ISBE content area standard for literacy and the common core language arts reading requirements. The proposed course is expected to be available for candidates Fall, 2003.

k. Draft ISBE/NCATE Protocol: Benson distributed a draft of the ISBE/NCATE protocol for NCATE state visits developed by the ISBE/NCATE partnership committee. Benson asked members to review the protocol and convey any comments or suggestions to her by Monday,
September 23rd. The advising committee to ISBE, which she serves on, will re-convene at the end of October.

5. **Information Items:** None.

6. **Adjournment:** The meeting adjourned by consensus at 4:40 p.m.

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

- October 16, 2002 (subsequently cancelled)
- November 20, 2002
- December 18, 2002
- January 22, 2003
- February 19, 2003
- March 19, 2003
- April 16, 2003
- May 14, 2003