MEMBERS PRESENT: Ave Alvarado, Bonnie Armbruster, Sheryl Benson, Gary Crull, Susan Fowler, Joe Harper, Eve Harwood, Christine Jenkins, James Leach, Brenda Lindsey, Ann Mester, Cathy Simon, Linda Sloat, Chet Zych

MEMBERS ABSENT: Cheri Carlson, John Grashel, Lasonya Harris, Keith Marshall, Diane Ore, Marisa Ptak

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 January 22, 2003. Armbruster, seconded by Simon, moved approval of the minutes as presented. Unanimously approved.

Benson asked if there were any additions or corrections to the minutes of February 19, 2003. Harwood, seconded by Armbruster, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that the College of Education is piloting a communication system for the deaf. Those interested can view a demonstration of the system from 6-8 p.m. today in room 2 of the Education Building. The demonstration is open to the entire campus and community.

Benson invited Simon to share information regarding the Golden Apple Scholarship. Simon announced that her daughter has won the Golden Apple award. She plans to attend UIUC and major in Elementary Education.

c. Benson asked that one item be added to the agenda; 4i: Associate Arts in Teaching. Mester, seconded by Harwood, moved approval of the amended agenda. Unanimously approved.

2. Proposals:

a. Revision to the Curriculum Preparatory to Secondary School Teaching: ED.M. Program: Zych presented a brief overview of the proposal, which will bring the program into alignment with ISBE standards. The proposal revises the existing master of education program by adding the ICTS test of Basic Skills and the appropriate Content Area test as admission requirements. As well, each applicant’s undergraduate transcript will be evaluated to determine content knowledge comparable to general education courses required of undergraduates. C & I 373: Literacy in Content Areas has been added to the program. Zych stated that the proposal has been approved by the Graduate College.
Armbruster pointed out a spelling error in the title of the proposal. Armbruster, seconded by Harper, moved approval of the proposal as corrected. Unanimously approved.

b. **Status on Program Proposals:** Zych reported on the current status of program proposals. All proposals that need senate approval must be completed by March 13th to be ready for the last Senate meeting scheduled for April 28th.

3. **Matters for Discussion/Action:**

   a. **Revision to the Common Assessment Plan for Undergraduate Professional Education Programs Leading to Initial Certification;**
   b. **Revision to the Common Assessment Plan for Graduate Professional Education Programs Leading to Initial Certification and;**
   c. **Revision to the Common Assessment Plan for Graduate Professional Education Programs Leading to Certification as School Leaders or School Service Personnel:**

   Benson reviewed the proposed revisions to the undergraduate and graduate common assessment plans. The CTE Common Professional Portfolio for All UIUC Teacher Education Candidates was added to both assessment plans and the requirement for completing 80% of required semester hours of credit in content area courses with a minimum GPA of 2.5 was removed. The latter requirement appears superfluous because all candidates must pass the ICTS test in their content area prior to student teaching.

   Benson asked the committee if the common scoring rubrics should be added to the assignment plans. The consensus of the committee was that the assessments were implied and that this level of detail was not necessary.

   Benson noted the addition of the portfolio requirement to the assessment plan. Benson and Zych will meet with the advanced programs to discuss any further changes to the assessment plan.

   Benson asked approval for the CTE staff to make non-substantive editorial changes without bringing the full document back for committee approval. Harwood, seconded by Mester, moved to allow staff to make editorial changes so long as they are not substantive and that the Executive Committee is kept current.

   Crull, seconded by Jenkins, moved approval of the three common assessment plans as presented. Unanimously approved.

   Zych will distribute the common assessment plans at induction meetings for newly admitted candidates. The assessment plans will also be available on the CTE web site. Clinical Experience Program Coordinators will distribute CTE prepared information packets to program candidates that will include the common assessment plans.

4. **Updates/Reports:**

   a. **Program Approval for Fall 2003 Admission:** Benson reported on the meeting held on Monday, March 17th with Harwood, Grant, and Zych to discuss the graduate option in Music. Harwood
said that the plan is to add C & I 373: Literacy in Content Areas and Music 210 to the requirements of the program, which is embedded in the Master’s degree. Harwood moved, seconded by Leach, that the graduate music option be permitted to admit candidates for Fall, 2003 with the understanding that the paperwork to revise the program will be completed as soon as possible and candidates will be notified that they must satisfy the new program requirements. Unanimously approved.

Benson reported that the matrices for Mathematics are complete but staff is still waiting for the graduate admission statement.

Mester reported that there will be a minor change in the Foreign Language curricula. A course that is listed under the content area needs to be moved to the professional sequence list. The committee agreed that the change could be made administratively.

b. Timeline of Accreditation Reports: Benson reviewed a timeline of future accreditation reports emphasizing due dates of reports that will have the greatest impact on programs. Benson reported that she received a copy of the accreditation review preparation form from UIC and noted some similarities as well as changes.

The Title II report for 2001-2002 is near completion and the new brochures will be distributed at the next meeting.

c. Clinical Course Fee: Fowler said that CTE funds do not cover supervision costs for the College of Education. The College has been covering the additional costs but this is becoming increasingly difficult. Currently, the college is operating at a deficit. Fowler reported that she had informal conversations with some deans as well as with other individuals in programs regarding how they handle lab and/or additional costs associated with some courses through fees. Based upon an analysis of the C & I department budget, fees of $140.00 would be needed for early field experiences and $250.00 for the practicum in order to cover the current deficit.

Fowler asked members for feedback on this issue to share with other deans at the Council of Deans meeting. If a course fee were initiated, it would take about a year to implement. If additional resources can’t be found there may need to be a cut back on university supervisors.

Harwood reported that music students already have a fee differential and they do not receive instruction on campus along with their student teaching. For music, tuition should cover their practicum experience.

Mester reported that she could see a course fee to cover costs for early field experiences but is not sure about an additional fee for student teaching. She added that programs also need resources for record keeping and making field placements.

Leach suggested that a set of criteria be developed to determine a differential fee structure and then determine how it would apply to specific programs.
d. Area of Specialization Committee (ASC) Chairs Meeting Report: Benson reviewed the information to be included in the annual ASC report to CTE relating to program review. In order to comply with the new ISBE accreditation procedures, programs need to review various types of data and show how this information has been used in program evaluation. The information provided by programs will be incorporated into the UIUC Annual Report to ISBE, which is due in October. Preparation of this report was discussed with ASC chairs at a meeting on February 26, 2003.

e. CTE Common Professional Portfolio Requirements for All UIUC Teacher Education Candidates: Benson reviewed common portfolio requirements. She suggested that candidates be given artifact possibilities early in their career.

f. ISBE Update: Benson reported that the Notice of Objection will not be reviewed until the ISBE board meeting in April.

Benson reported that Lee Patton has replaced Mike Long as division administrator at ISBE.

g. Banner: Transcript Issues: Zych reported that the banner system allows for 50 characters or less, including spaces, to place a certification statement on candidates’ transcripts. This does not allow for the type of information that candidates may need to have printed on transcripts if they move to other states, as it has been in the past. Additional resources will be needed to store this information on the CTE database and maintain this information for at least 75 years. CTE staff is developing a proposal to request funds for developing and maintaining this data in-house. Staff is also working with OAR to assure that candidates are able to obtain the information they need.

h. Graduate Credit for ED PR Courses: Benson reported that candidates can receive graduate credit if written justification can be provided for these courses. These courses would include ED PR 220, 232, 238, and 242.

i. Associate Arts in Teaching: Committee members were provided with a document: Development of an Articulated Associate of Arts in Teaching (AAT). Benson noted that the program is intended for implementation at community colleges in Fall, 2003 and has the support of UIUC administration.

5. Information Items: none.

6. Adjournment: Benson adjourned the meeting at 4:05 p.m.

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

April 16, 2003 (subsequently cancelled)
May 14, 2003
June 18, 2003
July 16, 2003
August 27, 2003