MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
May 14, 2003
2:05 p.m.-4:21 p.m.
Room 242, Education Building

MEMBERS PRESENT: Bonnie Armbruster, Sheryl Benson, Cheri Carlson, Gary Crull, Susan Fowler, John Grashel, Joe Harper, Eve Harwood, Christine Jenkins, Brenda Lindsey, Ann Mester, Diane Ore, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Lasonya Harris, James Leach, Keith Marshall, Marisa Ptak, Cathy Simon, Linda Sloat

OTHERS PRESENT: Marge Jerich, CTE staff; Joan Bessman, GSLIS

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 March 19, 2003. Mester, seconded by Grashel, moved approval of the minutes as presented. Unanimously approved.

b. There were no announcements.

c. Benson asked that one item be added to the agenda; 2c. Proposal to Discontinue the Curriculum Preparatory to the Teaching of Computer Science. Armbruster, seconded by Harwood, moved approval of the amended agenda. Unanimously approved.

2. Proposals:

a. Revision of the Curricula Preparatory to Teaching Foreign Languages (Report): Zych presented a brief overview of the proposal, which simply moves one course, SPAN/FR/LAT/GER/RUSS 275, from the major area to the professional education sequence in the foreign language programs. Because the proposal did not involve substantial changes, it was approved administratively and forwarded to the Office of the Provost on May 12th.

b. Update: Zych reported that twelve undergraduate proposals have been approved by the Senate this year. The graduate program revisions to elementary education, secondary education, and superintendent endorsement have been approved by the Graduate College and forwarded to the Office of the Provost. All of these programs are now in compliance with ISBE standards for Fall, 2003 admissions.

There will be proposals coming to revise the graduate options in agriculture and music. An alternative program for certification in mathematics and science is being developed by the Department of Curriculum and Instruction.

c. Proposal to Discontinue the Curriculum Preparatory to the Teaching of Computer Science: Zych stated that the proposal officially drops the certification program in computer science. The
program has not been viable for many years. Under the new ISBE standards, computer science is part of Business, Marketing, and Computer Education rather than a separate certification. There are no candidates in the program. Mester, seconded by Armbruster, moved approval of the proposal. Unanimously approved.

3. Matters for Discussion/Action:

a. Revision to the Common Assessment Plan for Graduate Professional Education Programs Leading to Certification as School Leaders or School Service Personnel: Benson summarized the proposed changes to the assessment plan. The test of Basic Skills requirement was moved from section I: Admission Requirements to a Graduate Professional Education Program to section II: Criteria for Continuation in a Graduate Education Program. Mester, seconded by Jenkins, moved approval of the revision. Unanimously approved.

Zych noted that there are currently 32 approved conditional admissions for Fall, 2003 for candidates unable to take the Basic Skills test before admission. The majority of these candidates are from out-of-state.

b. Fee for Copying: Zych reported on the increased number of candidates requesting a copy of their application for certification after they have submitted the application to CTE. He noted that the instructions for completing the application explicitly state that copies should be made prior to submission. CTE can no longer support the costs of copying and would like to propose a fee of $5.00 per copy. He stated that his hope was that imposing the fee would encourage applicants to make their own copies. Armbruster, seconded by Jenkins, moved approval of a $5.00 per copy fee. Unanimously approved. The $5.00 per copy fee will become effective in August.

Benson asked the council for support to require that each program annually invite Zych or Jeff Buck to speak to candidates about certification requirements and procedures. Programs that have requested Zych to speak to their candidates have had fewer problems with the certification of their candidates. The council gave verbal support to making these certification presentations a requirement for each program.

c. Area Committee Appointments 2003-2004: Benson reported that Fowler will be sending letters to college deans asking for their recommendations for representatives to the Executive Committee. In addition, there will be a need to select student representatives. Benson noted that the council meeting schedule has been set for next year.

As of this meeting, the membership of only one Area of Specialization Committee has been identified. Benson asked that recommendations for membership, chairs, and co-chairs be sent to Zych as soon as possible. She reminded members that this year area committees will need to begin preparations for writing program reviews for ISBE approval.

d. Candidates Advisement for Certification: Benson reported that there have been serious problems with certification advisement. This has especially been a problem with programs without centralized advising. Candidates have been adversely affected, to the point of failing to
qualify for certification, through being given inaccurate information by faculty. Benson stated that faculty can refer candidates to the CTE website (http://www.ed.uiuc.edu/cte), CTE office or, e-mail questions to Zych or Buck. She asked that committee members help in stressing to faculty that certification requirements, especially at the graduate level, are not necessarily synonymous with degree requirements. It is important that faculty advise for degrees but refer certification questions to the CTE staff.

e. Shopping for Certification

f. Transfer of Courses

g. Acceptance of Student Teaching from other Institutions: Zych reported that beginning July 1, if individuals have one kind of certificate and want another, a transcript evaluation cannot be done by ISBE. This means that individuals in these situations will be “shopping for certification” by requesting evaluations from various approved institutions, looking for the easiest route to certification. Because of the work load in CTE, we have discouraged individuals from seeking transcript evaluations until they have been admitted to one of our programs. With the advent of ISBE standards, it would be impossible for certification staff to attempt such evaluations.

In addition, candidates wishing to transfer courses must now meet institutional standards for the course being transferred. Finally, four-year institutions generally do not accept student teaching from another institution. We have never accepted student teaching from another institution, although we do not have a formal policy stating that we do not. Zych asked that the committee concur with a policy of performing certification evaluations only for candidates who have been accepted into one of our approved programs. The committee concurred and indicated support for a policy specifically stating that student teaching must be completed through UIUC and will not be accepted from any other institution.

h. Certification Testing: Zych reviewed information regarding changes in certification testing requirements and reminded committee members that testing dates are available on the CTE website under “Certification.” A handout was provided explaining the implementation dates for new testing requirements.

i. Implementation of Unit’s Assessment Plan: Benson reported that there are some issues related to admissions due to ISBE testing requirements and implementation of the Unit’s assessment plans. She requested a meeting with the UIUC Office of Admissions and Records as well as representation from the council. Carlson, Harwood and Mester agreed to serve as a sub-committee to discuss these issues and develop a plan for dealing with them. Benson will ask for representation from ACES, the graduate college, and other programs with admission issues.

Additional issues are related to the GPA monitoring requirements. Most colleges have encoded the new GPA requirements into DARS. Zych stated that the GPA’s must show on the DARS but may be labeled as certification requirements, rather than degree requirements. He also asked for, and received, the committees’ permission to request catalog statements indicating that candidates should consult their advisor or the certification office for a list of courses to be counted in each of the GPA’s. The CTE will publish the list of courses on its website.
Undergraduate GPA’s will be calculated through the use of DARS. Because DARS is not used for graduate programs, these GPAs will need to be calculated by hand.
j. UIUC Students Educational Clubs/Organizations: Benson reported that the Foreign Language Club would like to hold a joint event for all teacher education clubs’ candidates. Benson asked committee members to send her an e-mail if they know of a teacher education club that would be interested in participating in such an event.

4. Updates/Reports:

a. Electronic Entitlement Update: Zych reported that the first electronic entitlement went through on March 27th at 10:30 a.m. The electronic system, although time consuming, does work well and will be a benefit for our candidates.

b. ISBE Update: Benson reported that the State Board will review our Notice of Objection at the June board meeting. This is our last appeal and the decision made at this meeting will be final.

Zych reported that legislation has been proposed that would remove the citizenship requirement for certification. It appears likely that it will pass.

c. Budget Update: Benson reported that she made a presentation of the CTE budget proposal to the provost. Although CTE did need to pay back 1.5%, it is hoped that we will be exempt from additional cutbacks.

d. Database Update: Benson reported that a number of on-line forms and additional access to data will be available in the fall through the CTE secure database. Programs will be asked to follow security precautions when viewing information on their screens and to follow FERPA guidelines.

e. Clinical Experiences Program Coordinators Workshop: Benson reported that a workshop will be held for clinical experiences program coordinators on June 12th in room 242, Education Building. The workshop will focus on revising, developing and finalizing forms needed for the implementation of the Unit assessment system for Fall, 2003. A packet of the forms was provided for the members to review. Benson invited members to attend the workshop lunch.

Benson asked if members of the committee would like to review all forms revised or developed. It was suggested that staff keep the CTE executive committee informed and bring the entire package of forms to the committee to review and sign off as a package.

5. Information Items: Benson commented briefly on proposed certification bills in Texas that appear diametrically opposed to the direction that Illinois has taken. The committee received a handout summarizing the major points of the bills.

6. Adjournment: Benson adjourned the meeting at 4:21 p.m.

Future meetings: All meetings are scheduled for 2-5 p.m. in 242 Education Building, unless otherwise noted.
June 18, 2003 (subsequently cancelled)
July 16, 2003

2003-2004 meetings: All meetings are 3-5 p.m. in room 242 Education
August 20, 2003 (rescheduled from August 27th)
September 24, 2003
October 22, 2003
November 19, 2003
December 17, 2003
January 28, 2004
February 25, 2004
March 31, 2004
April 21, 2004
May 12, 2004
June 23, 2004
July 21, 2004
August 18, 2004