MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
July 16, 2003
2:10 p.m.-5:00 p.m.
Room 242, Education Building

MEMBERS PRESENT: Sheryl Benson, Cheri Carlson, Susan Fowler, Eve Harwood, Christine Jenkins, Marge Jerich (for Brenda Lindsey), Ann Mester, Cathy Simon, Linda Sloat, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Bonnie Armbruster, Gary Crull, John Grashel, Joe Harper, Lasonya Harris, James Leach, Keith Marshall, Diane Ore, Marisa Ptak

OTHERS PRESENT: Eric Ohlsson, CTE Staff

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

   a. The meeting was called to order by Benson at 2:10 p.m. Benson asked if there were any additions or corrections to the minutes of May 14, 2003. Zych noted a name miss-spelling. Harwood, seconded by Mester, moved approval of the minutes as corrected. Unanimously approved.

   b. Benson announced that Todd Tomashek was hired as a web-based programmer to assist with the development of the CTE database system.

   Fowler distributed an announcement for the position of Executive Director for the Council on Teacher Education. She stated that a search committee is being formed and some executive committee members will be asked to serve. Fowler reported that they are looking internally for a faculty member who wishes to serve a 75% appointment in CTE. Benson has agreed to remain part-time for a while to assist with the transition.

   Benson reported the following voting proxies were assigned by members not able to attend the meeting: Marge Jerich for Brenda Lindsey; Cheri Carlson for James Leach; and Chet Zych for Diane Ore.

   c. There were no additions to the agenda.


3. Matters for Discussion/Action:

   a. Revision to the Common Assessment Plan for Undergraduate Professional Education Programs Leading to Initial Certification; and

   b. Revision to the Common Assessment Plan for Graduate Professional Education Programs Leading to Initial Certification: Benson noted that the common assessment plans will be referred to in future documentation as “CAPs” and highlighted revisions made to the undergraduate and graduate CAPs for teaching programs. Mester, seconded by Jenkins, moved
approval of the undergraduate CAP. Unanimously approved. Mester, seconded by Harwood, moved approval of the graduate CAP. Unanimously approved.

c. Revision to the Common Assessment Plan for Graduate Professional Education Programs Leading to Certification as School Leaders or School Service Personnel: Benson highlighted changes proposed as a result of a meeting with Art Lehr, Brenda Lindsey and Diane Ore, clinical experiences program coordinators for the affected programs. As assessment documents become finalized, official titles of these documents will be inserted into the CAP. Harwood, seconded by Sloat, moved approval of the School Leaders or School Service Personnel CAP. Unanimously approved.

d. Area Committee Appointments 2003-2004: Benson reviewed information received thus far regarding appointments to area committees for 2003-2004. She asked that CTE Executive members send their lists to Zych as soon as possible.

e. Revision of CTE Common Professional Portfolio for all UIUC Teacher Education Candidates: Benson reviewed proposed changes in the portfolio requirements that are based upon feedback from ISBE. Clinical Experiences Program Coordinators approved the changes at a meeting earlier this summer. The new requirements will require candidate artifacts to represent all three Language Arts and all eight Technology standards.

Benson noted that during the last review by ISBE, concerns were raised that not enough assessments were related to the content area standards. Noting that content is measured through GPA requirements, student teaching/internships, completion of university majors and the passing of the state content area test, she advised that ISBE may find that these requirements are not enough and the portfolio requirements may need additional modification.

Benson then reviewed the portfolio scoring rubric that includes a summary score that Zych can use as verification of satisfactory completion before recommending a candidate for certification.

Benson asked the committee for approval of the revised portfolio requirements and to approve the portfolio assessment as a requirement for all candidates in order to be recommended for certification. Mester, seconded by Simon, moved that completion of the CTE Common Professional Portfolio be required for recommendation for certification. Unanimously approved.

f. Implementation of the Unit’s Assessment Plan: Benson reported that the Admissions sub-committee met several weeks ago and resolved issues related to new state admission requirements. Individuals from the Office of Admission and Records were invited as part of the sub-committee to update them on the new state testing requirement before admission to teacher education programs and to ask for their assistance in resolving admission issues.

Benson reviewed the progress made on the finalization of forms and data tracking systems for the implementation of the UIUC Common Assessment Plans also known as CAPs. Jerich is validating the scoring rubric for the UIUC Professional Education Assessment Instrument.

Benson reviewed the CTE Common Assessment for Early Field Experiences (EFE) and Recommendation for Continuing Status in the Certification Program form. This assessment will be used by all teacher
education programs beginning Fall, 2003. Mester, seconded by Simon, moved approval of the EFE form to be used by all teacher education programs beginning Fall, 2003. Unanimously approved.

Benson distributed a draft of a CAPs tri-fold brochure as well as a brochure describing the UIUC Conceptual Framework for committee review. The brochures are designed to be widely distributed among advisors, faculty, school personnel, and our candidates. Teacher candidates may use the CAPs brochure checklist to monitor their own progress as they proceed through their teacher preparation program. A similar CAPs brochure is being developed for school leaders and school personnel candidates.

g. Revision of Responsibilities of Area of Specialization Committees; and
h. Revision of Responsibilities of Clinical Experiences Program Coordinators: Benson reviewed a proposed addition to the Responsibilities of Clinical Experience Program Coordinators Vis-à-vis CTE and Responsibilities of Area of Specialization Committees and Chairs/Co-chairs. After member discussion, the consensus of the committee was to correct the proposed language to read “ensure that all professional, state, and institutional standards are implemented, monitored, and assessed according to CTE policy; work collaboratively with the clinical experiences program coordinator, department head, and the appropriate college administrator.” Committee members approved the changes to the responsibilities of clinical experiences program coordinators and area committee chairs/co-chairs.

4. Updates/Reports:

a. ISBE Update: Benson reported that she and Fowler met with Lee Patton regarding the requirements for our six month report. Patton stated that she will send the format for the report and that the six month and annual report may be combined into one report.

b. Budget Update: Benson reported that the Council was exempt again from budget cuts this fiscal year. She stated that she will get the budget out within the next few weeks.

Benson reported that a discussion is taking place regarding the pros and cons of centralizing the administrative aspects of student teaching. Fowler stated that centralization would allow one point of contact for the public schools as well as one data entry system. Supervision of student teachers would remain with the programs. Fowler reported that the interim head of the Department of Curriculum and Instruction (C & I), Georgia Garcia, is reviewing the pros and cons for C & I. Sloat stated that, from a public school perspective, centralization of student teaching would be wonderful because it would mean one point of contact for school districts.

c. Database Update and Presentation: Ohlsson demonstrated new features of the CTE website and tracking system for various aggregated data reports and charts required by NCATE/ASBE standards.

d. AAT Update: Fowler updated the committee on current discussions among four-year and two-year institutions related to the AAT degree. She stated that Illinois seems to be ahead of most states in these discussions. The focus is on the development of a two-year program that
would allow a smooth transition into four-year institutions to complete a teaching degree. Two-year institutions are targeting development of programs in teacher shortage areas. Courses within the community college program would address ISBE standards and provide exposure in the area of technology but would not replace a four-year institution’s technology course. Graduates of the program would complete the test of Basic Skills before transferring to a four-year institution.

5. **Information Items:** none.

6. **Adjournment:** Benson adjourned the meeting at 5:00 p.m.

**Future meetings:** All meetings are scheduled for 3-5 p.m. in 242 Education Building, unless otherwise noted.

**August 20, 2003 (rescheduled from August 27th: subsequently cancelled)**

September 24, 2003 (subsequently cancelled)

October 22, 2003 (subsequently cancelled)

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