MINUTES OF THE EXECUTIVE COMMITTEE  
COUNCIL ON TEACHER EDUCATION  
November 19, 2003  
3:05 p.m.-4:40 p.m.  
Room 242, Education Building

MEMBERS PRESENT: Ave Alvarado, Bonnie Armbruster, Sheryl Benson, Gary Crull, Susan Fowler, John Grashel, Joe Harper, Eve Harwood, Christine Jenkins, James Leach, Brenda Lindsey, Keith Marshall, Ann Mester, Kate Meister, Sharon Scott, Cathy Simon, Chet Zych

MEMBERS ABSENT: Cheri Carlson, Jennifer Jones, Linda Sloat

OTHERS PRESENT: Joan Bessman (GSLIS)

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

a. The meeting was called to order by Benson at 3:05 p.m. She introduced Kate Meister, a junior in elementary education, who is one of the student representatives to the Executive Committee for 2003-04. Jennifer Jones, who is in English education, will join the committee in the spring as the other student representative. Her class schedule does not permit her to attend meetings this semester.

Benson asked if there were any additions or corrections to the minutes of July 16, 2003. Mester, seconded by Simon, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that our new ISBE liaison is Phyllis Jones, who is new to the program approval section of ISBE. Lee Patton will continue to work with us to resolve the issues that arose from our accreditation visit.

Pat Wilson has accepted the position of Executive Director, effective January 1, 2004. Wilson earned her doctorate from UIUC and has recently retired from the Champaign school district, where she served as principal of Marquette School for several years and has been very involved with developing the district’s early childhood programs. Wilson’s appointment is 75% time. Benson has agreed to remain part-time for a while to assist with the transition.

Zych requested that committee members ask their admission personnel to include the catalog year when they notify CTE staff of admissions. This will assist the staff greatly when they are doing final certification audits. He also requested that he be provided with copies of the materials that they are submitting for the Programs of Study catalog.

c. There were no additions to the agenda.


3. Matters for Discussion/Action:

a. COE Clinical Fee
Fowler reported that the College of Education has requested approval from the Office of the Provost to implement a clinical fee to help cover the costs of supervision for clinical experiences. The College has been running a large deficit because the funds received from CTE have not been sufficient to cover the costs. She has discussed this issue with the Council of Deans, which is supportive of the request.

Fowler stressed that discussions are still in the early stages, but the Provost has indicated that he is willing to consider the matter. If he approves the fee for the College of Education, she will work with other colleges to help them develop similar proposals. The target date for implementation is spring semester, 2005. Fowler envisions two fees: one for pre-student teaching clinical experiences and a higher fee for student teaching supervision.

b. Area Committee Appointments 2003-2004: Zych reported that several area committees appear to have vacancies in the slots allotted for teachers and/or students. He asked that information regarding the individuals filling those slots be sent to him as soon as possible.

c. Review of Area Committee By-laws: Benson reported that concerns have been expressed by some that faculty members are outnumbered by non-faculty on some Area of Specialization Committees and questions have been raised regarding which members have voting privileges. After a brief discussion, the CTE Executive Committee members indicated that they believe that faculty are adequately represented on the committees, and the Council on Teacher Education Bylaws should be amended to clarify the responsibilities of the area committees and make it clear that all members of the committees, with the exception of the CTE Executive Committee member, are voting members. It was suggested that CTE Executive Committee members be designated ex officio and non-voting. They also suggested that the bylaws make it clear that area committees recommend action to departments and/or colleges.

Staff will bring a proposed revision to the CTE Bylaws and other related documents to the December meeting for the Executive Committee to review.

d. Petition Guidelines for Courses and/or Early Field Hours: Benson reported concerns with current petition policies, which have been in place for many years. Now that all programs are standards based, we need new guidelines for petitions because courses have specific assessments and evaluations associated with them. These concerns are particularly relevant to courses that require field experiences. CTE staff is requesting guidelines for considering such petitions in order to assure that all petitions are considered objectively.

Benson appointed a subcommittee consisting of Jim Leach, Eve Harwood, Brenda Lindsay, Sharon Scott, and Chet Zych to consider the matter and bring recommendations back to the full committee in December. She said that she would also ask a member of the faculty in the Department of Curriculum and Instruction to serve on the subcommittee.

e. GPA Calculation and Reports: Benson reported that we will not be able to provide GPA reports by compiling a report from DARS. The individual who would run the report does not have access to certain tables that would be required in order to produce the report.
Consequently, the only way to produce the reports that are required by the Common Assessment Plans is for CTE staff to run individual DARS reports for each candidate and hand enter the GPA data in the CTE data base for the Clinical Experiences Program Coordinators to review. This will be extremely labor intensive for the staff. Marshall said that he would look into the matter and see if anything can be done to get access to the tables that are needed for the report to be produced by OAR.

Zych asked the committee members to send him the shells of the DARS reports written for the new programs so he could review them.

4. Updates/Reports:

a. ISBE Update: Benson reported that 25 copies of our required 6-month report, which includes our annual report, assessment plan, and a revised version of the Conceptual Framework, will be sent to ISBE on Friday. A copy will be provided to the Office of the Provost. Executive Committee members will receive a copy of the Conceptual Framework, but agreed that they do not need copies of the rest of the documents. Benson expressed the hope that our report would be considered by the Certification Board at its December meeting.

Zych discussed new rules proposed by ISBE for the acquisition of subsequent teaching certificates and the endorsement of certificates after June 30, 2004. The proposed rules will put the burden of transcript evaluation for additional certificates upon institutions because ISBE staff will not be able to evaluate transcripts based on standards. He suggested that we need to give some thought as to how we will approach this because such evaluations will be very time consuming for faculty and CTE staff. We also need to determine whether we are willing to accept clinical experiences, especially student teaching, from other institutions and recommend candidates for certification whom we have not supervised.

Another major change being proposed is the manner in which individuals obtain additional endorsements on their certificates. The rules propose that additional endorsements will require a minimum of 24 semester hours of course work in the subject, including a methods course. In addition candidates would have to pass the state subject matter test in any area for which they seek an endorsement. Finally, many current endorsements will no longer exist. These changes are proposed for July 1, 2004.

Zych noted that the timing of these changes for obtaining endorsements penalizes our juniors and he is working to get the implementation date pushed back to 2005. He also noted that we may have to develop free standing methods courses in order to offer endorsements to our candidates. This is an issue that faculty need to think about.

b. Databases Update: Benson reported that work continues on developing the CTE data bases and website. Work is focused on the forms and data that are needed by Clinical Experiences Program Coordinators. We will plan to have a demonstration at an Executive Committee meeting in the spring.
5. **Information Items:** Members were provided with copies of the Common Assessment Plans (CAPS) Brochure, the UIUC Conceptual Framework Brochure, the Certification Report August 2002-May 2003, the Certification Ethnicity Report August 2000-May 2003, and the Council on Teacher Education Membership 2003-2004 list. There was no discussion of these items.

6. **Adjournment:** Leach, seconded by Grashel, moved that the meeting adjourn at 4:40 p.m. Unanimously approved.

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

- 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