MINUTES OF THE EXECUTIVE COMMITTEE  
COUNCIL ON TEACHER EDUCATION  
December 17, 2003  
3:05 p.m.- 4:35 p.m.  
Room 242, Education Building

MEMBERS PRESENT: Ave Alvarado, Joan Bessman (for Christine Jenkins), Cheri Carlson, Sheryl Benson, Gary Crull, Susan Fowler, John Grashel, Eve Harwood, James Leach, Brenda Lindsey, Ann Mester, Kate Meister, Sharon Scott, Cathy Simon, Chet Zych

MEMBERS ABSENT: Bonnie Armbruster, Joe Harper, Jennifer Jones, Keith Marshall, Linda Sloat

OTHERS PRESENT: Marge Jerich, (CTE)

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

a. The meeting was called to order by Benson at 3:05 p.m.

Benson asked if there were any additions or corrections to the minutes of November 19, 2003. Mester, seconded by Grashel, moved approval of the minutes as corrected. Unanimously approved.

b. Zych expressed his appreciation to Benson for her hard work and dedication to CTE, and her leadership of the staff. This is Benson’s last official meeting as Executive Director but she will stay on part-time to assist in the transition to the new Executive Director.

c. There were no additions to the agenda.

2. Proposals:

a. Proposed Revision to the Art Education Curriculum: Harwood explained the need for the proposed revision. The revision is minimal but improves program content to meet current needs. The proposed revision will not change program hours. Leach, seconded by Mester, moved approval of the proposal. Unanimously approved.

3. Matters for Discussion/Action:

a. Review of Area Committee By-laws: Benson presented proposed changes to the Area of Specialization Committee (ASC) section of the Bylaws of the Council on Teacher Education and companion documents. The proposed changes more clearly define the current responsibilities and expanded membership of the ASC. A brief discussion followed with a few corrections made to the bylaws proposal. Grashel, seconded by Harwood, moved forwarding of the bylaws as corrected to the full Council for approval. Unanimously approved. The proposed change will now go to the Council on Teacher Education for final approval.

b. Petition Guidelines for Courses and/or Clinical Hours Report: Zych reviewed the CTE Exec. Petition Subcommittee Report that described recommended guidelines for approving course
substitutions and clinical experiences from other institutions. He explained that the current policy is inadequate because everything is now standards based and we need to assure that we are in compliance with our own assessment plan.

Carlson expressed concerns about how the courses will be evaluated, the length of time course evaluations will be valid, and the fact that the college has control of course evaluation. A brief discussion followed. Lindsey, seconded by Grashel, moved approval of the guidelines and to incorporate them into the CTE petition policy. Unanimously approved.

c. UIUC Conceptual Framework: Benson disturbed a copy of the UIUC Conceptual Framework: Teaching and Learning in a Diverse Society that contains an updated version of the UIUC assessment system. This version was provided to ISBE as part of our six-month report.

d. UIUC Assessment Plan: Benson distributed a copy of the UIUC Unit Assessment System plan that was sent to ISBE along with the six-month/annual report. After a brief review of the document, Benson asked the committee for formal approval of the assessment system plan. Lindsey, seconded by Leach, moved approval of the UIUC Unit Assessment System plan. Unanimously approved.

e. International Education: Benson reported that during the past year, the Provost asked the College of Education to look at ways to increase involvement in international education. The College of Education formed a committee, on which Benson served. The committee reviewed the area of pre-service teacher education and graduate education. It was supportive of the idea of international student teaching, but concerns were expressed regarding monitoring and assessment. Benson suggested that members think about this matter for future discussion.

Leach reported that the idea is to “internationalize” our students. Mester reported that LAS discussed a possible internship or a voluntary SSI session abroad to offer candidates.

Benson announced that the College of Education will have an Office of International Education.

4. Updates/Reports:

a. ISBE Update: Benson reported that 25 copies of our required six-month report, which includes our annual report, assessment plan, and a revised version of the UIUC Conceptual Framework: Teaching and Learning in a Diverse Society, were sent to ISBE. The report did not make it to the Certification Board meeting for December, but will be on the agenda for the January meeting.

Zych announced that UIUC will serve as a site for field testing the new ISBE content area tests in March. Candidates who volunteer to take the tests will receive vouchers, which they can apply to future tests. Marge Jerich is serving as the CTE site coordinator, working with National Evaluation Systems.

Zych reported that the latest version of the ISBE proposed rules for certification provide some grandfathering for current juniors to obtain endorsements under the current system. He suggested that the committee think about how UIUC will respond to the proposed requirements
that every endorsement area require a methods course. We will also need to determine how we will respond to the elimination of transcript evaluations by ISBE, which places the burden for evaluation on institutions. We will need to make decisions on these matters when the proposed rules are adopted, which will probably be in March.

b. **Area Committee Appointments:** Benson distributed the ASC committee appointment list. She noted that some ASCs still need to fill some of their membership slots.

c. **GPA Calculations and Reports:** Zych reported that GPAs will need to be reviewed by hand. This will be done program by program. Those programs in greatest need will be reviewed first. Clinical Experiences Program Coordinators will be notified when they may view their candidates’ GPAs on-line. CTE staff will begin the project on January 5th and hopes to have it completed by January 19th.

5. **Information Items:** None.

6. **Adjournment:** Grashel, seconded by Simon, moved that the meeting adjourn at 4:35 p.m. Unanimously approved.

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

January 28, 2004
February 25, 2004
March 31, 2004
April 21, 2004
May 12, 2004
June 23, 2004
July 21, 2004
August 18, 2004