MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
January 28, 2004
3:05 p.m.- 4:55 p.m.
Room 242, Education Building

MEMBERS PRESENT: Bonnie Armbruster, Joan Bessman (for Christine Jenkins), Cheri Carlson, Sheryl Benson, Susan Fowler, John Grashel, Joe Harper, Eve Harwood, James Leach, Brenda Lindsey, Ann Mester, Kate Meister, Sharon Scott, Cathy Simon, Linda Sloat, Pat Wilson, Chet Zych

MEMBERS ABSENT: Ave Alvarado, Gary Crull, Jennifer Jones, Keith Marshall

OTHERS PRESENT: Marge Jerich, (CTE)

1. Approval of Minutes and Announcements:

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 December 17, 2003. Grashel, seconded by Mester, moved approval of the minutes as presented. Unanimously approved.

b. Benson announced that the Title II preliminary report shows that we have a 100% pass rate by our candidates on the Basic Skills and Content tests.

Benson introduced Pat Wilson, new Executive Director of CTE. Committee members introduced themselves and identified the program(s) they represent.

Zych announced that the student teaching time report is available on the CTE website. Candidates will be able to complete their time report on the website instead of filling out paper reports. This semester, candidates will need to print out the time report to obtain signatures. Staff is hoping to have electronic signature capability in place by fall semester.

c. There were no additions to the agenda.

2. Proposals:

a. Proposed Revision to the Undergraduate Curriculum in Elementary Education: Report

b. Proposed Revision to the Undergraduate Curriculum in Early Childhood Education: Report: Zych explained that these revisions are necessary because of the Banner system. The proposals reflect the need to specify the area of concentration requirements so they can be coded in Banner. There are no changes in requirements, so he approved the proposals administratively and forwarded them to the Office of the Provost.

Leach said that the proposals would be acted on at the Senate Educational Policy meeting next Monday. It may take several months for final approval.
3. Matters for Discussion/Action:

a Clinical Fees and Cooperating Personnel Stipends: Fowler said that the cost associated with clinical experiences has risen. In spite of the fact that CTE has been held harmless to budget cuts, program allocations are not enough to cover College of Education (COE) costs for supervision of clinical experiences. Fowler reported that the COE has received approval from the Provost to add a course fee for early field experiences and student teaching in the Departments of Curriculum and Instruction and Special Education. The proposed fee would be $150 for early field experiences in the junior year and $250 for student teaching in the senior year. The fees would yield approximately $150-160 thousand. The current COE deficit for supervision costs is about $200 thousand.

Fowler reported that course fees have been routine for most of the other Big Ten Universities. The proposed fees fall in the mid-range of what other Big Ten institutions impose. She noted that Iowa charges $20 per methods course to support their electronic portfolio requirement. This is not considered a differential tuition, but rather a course fee. We want to assure that no candidate will be negatively impacted by the imposition of a fee. Candidates receiving financial aid should have their award increased to cover the fees.

Concerns were raised on how the course fee would look for graduate candidates. How will the fee be sorted out for those who have to pay a course fee versus those who don’t? Members felt that the course fee would need to be course section specific. Fowler noted that she has discussed this with the Council of Deans and asked that all CTE programs be given this option. The Provost indicated that he would rather see a pilot in the COE before adding fees to other programs.

Fowler also mentioned the possibility of providing a stipend to cooperating teachers in lieu of the tuition and fee waiver. Many of our cooperating personnel do not have a use for a tuition/fee waiver. Eastern Illinois University, Illinois State University and other institutions offer stipends, which range from $75-$150. Other schools only allow one course per tuition/fee waiver to cooperating personnel while we allow a full load. Fowler asked members to let her know if their college has an interest in pursuing this avenue. She will discuss the matter with the other college deans.

Concerns were expressed regarding the option of cooperating personnel stipends. What would happen in the case were candidates have multiple cooperating teachers? Would each of them receive stipends? Would they be able to keep the other benefits that were associated with the tuition and fee waiver? Members agreed that stipends would need to be consistent across programs and supported the idea of cooperating personnel having an option for the tuition/fee waiver or a stipend. Fowler stressed that this is all in the planning stage and more data must be gathered and assessed before moving forward.

c. CAPs Assessment: Benson reported that we are implementing the assessments required by the Unit Common Assessment Plans. There has been a good response to the UIUC Professional
Education Assessment on-line essays. Jerich is coordinating the scoring of the essays and council staff will be aggregating the data, which will be shared with Area of Specialization Committees.

The CTE technology team is developing a system to track candidate completion of the required unit assessments so that clinical experiences program coordinators can easily check candidates and be alerted to those falling below specified GPA levels and/or failing to satisfy requirements necessary to continue in the program.

Zych passed around a copy of a summary report developed by staff, noting that it is still in development and has not yet been thoroughly vetted to assure accuracy. Preliminary review indicates that many candidates were admitted without passing the Basic Skills test and some programs did not follow-up on those who were conditionally admitted. He reminded members that state law requires the completion of the Basic Skills test before a candidate may be admitted to the program.

Zych presented a modified version of the Petition for Conditional Admission to a Professional Education Preparation Program. The Executive committee accepted the proposed revisions.

Zych also presented a sample letter that will be sent to individuals who have not passed the Basic Skills test and copies of letters that will be sent to those candidates whose GPAs do not meet specified requirements. He noted that the GPA letters are based on the old SITE letters and are warning letters. The Executive Committee expressed the sense that individuals who have not satisfied the Basic Skills requirement should be clearly informed that they will not be permitted to continue in their program if they have not passed the test by the end of the spring semester.

Zych asked the committee members if their programs count both UIUC and transfer courses when computing GPAs for content area coursework. Carlson reported that she does include the transfer courses for the undergraduates. Mester reported that the College of Liberal Arts and Sciences does not, but if CTE would send a proposal, LAS will support counting transfer courses in the content GPA calculation for teacher candidates.

4. Updates/Reports:

a. ISBE Update: Benson summarized a memo from Robert Schiller and Lee Patton to the Illinois State Board of Education stating that the State Teacher Certification Board recommended that the State Board grant the status of “Continuing Accreditation” to the University of Illinois at Urbana-Champaign. The memo further states that the State Teacher Certification Board determined that we presented evidence sufficient to support removing eight of the eleven cited weakness statements and to designate four accreditation standards as “met” and two “met with weakness.”

Benson reviewed a summary matrix of the original eleven weakness and the three revised weaknesses with the committee. Future annual reports will need to identify actions taken to address those weaknesses.
b. **Area Committee Appointments 2003-2004**: Benson distributed the ASC committee appointment list. She noted that some ASCs still need to fill some of their membership slots.

5. **Information Items**:

a. **Revised CTE Petition Policy**: Zych presented the revised *Procedures for Processing Petitions Relevant to Teacher Education Program Requirements*. The revision incorporates the changes approved by the membership at the December 17, 2003 meeting.

6. **Adjournment**: Mester, seconded by Grashel, moved that the meeting adjourn at 4:55 p.m. Unanimously approved.

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

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