MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
June 23, 2004
3:10 p.m.- 4:30 p.m.
Room 242, Education Building

MEMBERS PRESENT: Ave Alvarado, Cheri Carlson, Susan Fowler, John Grashel, Eve Harwood, Christine Jenkins, James Leach, Brenda Lindsey, Chet Zych

MEMBERS ABSENT: Bonnie Armbruster, Gary Crull, Joe Harper, Jennifer Jones, Keith Marshall, Kate Meister, Ann Mester, Sharon Scott, Cathy Simon, Linda Sloat

OTHERS PRESENT: Marge Jerich (CTE)

1. Approval of Minutes and Announcements:

a. The meeting was called to order by Zych at 3:10 p.m.

Zych asked if there were any additions or corrections to the minutes of April 21, 2004. Harwood, seconded by Jenkins, moved approval of the minutes as presented. Unanimously approved.

b. Zych announced that we need two student representatives to serve on the committee next year. He asked members to e-mail him if they know of a student who would be interested.

Zych noted that the schedule of committee meetings for 2004-05 is printed at the end of the agenda. The August 18th meeting will be replaced by a meeting on September 1, 2004. He noted that the September 1st through December 15th meetings will be held in room 38C of the Education Building. Room 242 in the Education Building has been booked for meetings from January through July, 2005.

c. Zych added 3f. CTE SSN Policy Statement as an agenda item under Matters for Discussion/Action.

2. Proposals:

a. Proposal for LSBII Endorsements: Zych presented a brief review of the proposal, noting that the coursework for the endorsements (curriculum adaptation, behavior intervention, transition, and multiple disabilities) will be completed within the existing approved master’s program. The proposal does not change any requirements for the master’s degree, but provides endorsements in areas that ISBE has requested.

Grashel, seconded by Jenkins, moved approval of the proposal as presented. Unanimously approved.

3. Matters for Discussion/Action:

a. Executive Director Search: Leach stated that there are two applicants for the executive director position. Although the application deadline is July 1, 2004, Fowler said that applications would
be accepted until the position is filled. Zych suggested that we post the position notice on the IACTE web site.

b. Policy on Recommendation for Certificate Endorsements: Zych reviewed a draft of a proposed revision to the policy on Recommendation for Certificate Endorsements.

After a brief discussion, it was suggested that the word “secondary” be added to the last line of the policy so that it reads, “…any individual admitted to an approved program fall semester 2004 or earlier, and who remains continuously enrolled, will be recommended for secondary endorsements based on pre-July 1, 2004 requirements, provided that he/she is certified by June 30, 2006."

Leach, seconded by Grashel, moved approval of the revised policy with the suggested addition. Unanimously approved.

c. Proposed CTE Guidelines for Monitoring CAP GPA: Zych reported that a candidate’s GPA will be monitored each semester to ensure that his/her academic record warrants continuation in the program. The policy further states that a warning letter will be sent to candidates by CTE if their UIUC, cumulative, content area, or professional education GPA specified by the program falls below the established GPA requirements.

After a brief discussion, it was suggested that a copy of the warning letter be sent to the appropriate advisor as well as the other individuals listed in the policy.

Harwood, seconded by Grashel, moved approval of the guidelines as amended. Unanimously approved.

d. Area of Specialization Committee Membership 2004-2005: Zych reported that there are still many gaps in the committee lists. He asked members to notify him of appointments as soon as possible.

e. Policy on the Acquisition of Subsequent Teaching Certificates: Zych reviewed an old CTE policy for implementing Senate Bill 2207. This policy is no longer valid, as it speaks to a situation that no longer exists. He recommended that the policy be rescinded. Fowler, seconded by Grashel, moved that the policy be rescinded. Unanimously approved.

Zych asked members to review a draft of a new policy for individuals seeking additional certificates that would update and replace the rescinded policy. The proposed policy reflects the latest action by ISBE regarding focused programs. ISBE requires that an institution’s policy on focused programs be published “soon.”

The proposed policy states that UIUC does not offer “focused programs.” Individuals seeking additional certification must apply to be admitted to UIUC to complete the approved program for the certification sought and meet all admission requirements of the program. After being
admitted, candidates may present documentation through the CTE petitioning process to request that courses and/or clinical experiences be waived or altered.

A brief discussion followed. Harwood, seconded by Jenkins, moved approval of the proposed policy as presented. Unanimously approved.

f. CTE SSN Policy Statement: Zych reported that the databases that the CTE technology team is developing need to have key and unique identifiers for each individual, such as the UIN, social security number (SSN) and birth date. These are needed because these are the way that campus identifies individuals for issuing tuition and fee waivers. Using “dummy” SSNs has created a number of problems for individuals who decide to use the fee waiver. The use of the SSN will also become necessary if a stipend for cooperating personnel becomes reality.

Zych reviewed a draft of proposed changes to the current CTE SSN Policy Statement for Cooperating Personnel. The proposed revision would retain the statement that individuals are not required to provide an SSN, but would add a statement that if they choose not to provide an SSN, there will be delays in processing tuition and fee waivers and CTE may not be able to rectify errors in billing. Additional changes within the proposed policy were discussed.

Although the committee agreed that there are issues that arise from not using the SSN, concerns were raised about the legal implications of the revised policy. It was the consensus of the committee that Zych talk with individuals within the University to determine ways to resolve these issues.

4. Updates/Reports:

a. ISBE Update: Zych reported that a number of state administrative rules have been written that will affect programs. He reviewed a handout that outlines institutional responsibilities. A number of these responsibilities have already been completed.

b. Follow-up Survey of Graduates: Jerich reported that the Illinois Association of Deans of Public Colleges of Education has been discussing how the Teacher Data Warehouse could be utilized to develop a statewide follow-up survey of graduates that would satisfy ISBE/NCATE requirements. California has developed a similar follow-up survey for their higher education institutions and has shared their survey development and materials. Last April, the public deans appointed a sub-committee with the charge to develop a draft state-wide follow-up survey for graduates and their employers, discuss any related issues, develop a draft of administration protocols and an analysis plan to present to the public deans in the fall. The project has the support and financial cooperation of ISBE, IBHE and 12 public institutions. Members of the sub-committee include representatives from the public institutions, ISBE, IBHE and the Teacher Data Warehouse staff. Jerich, along with Mildred Trent from the Educational Career Services Office, has been asked to serve on this sub-committee.

Zych noted that this survey will only be able to track teaching graduates who are employed in Illinois. We will still need to develop a survey for the graduates of our advanced programs.
5. Information Items:

a. CTE Policy Manual Table of Contents:
b. Conditions for Student Teaching Through Another Institution: Zych noted that these items are provided for the members' policy manuals.

c. List of UIUC Professional Education Preparation Programs: July 1, 2004: Zych brought attention to a handout included with the meeting materials that lists the new official names of our UIUC professional education preparation programs. These new program names, aligned with the ISBE standards, become effective July 1, 2004 and reflect the certifications that our candidates will receive.

6. Adjournment: The meeting adjourned at 4:30 p.m.

Future meetings: All meetings are scheduled for 3-5 p.m. in the College of Education Building in the rooms listed below.

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<th>Date</th>
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<td>September 1, 2004</td>
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<td>September 22, 2004</td>
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