MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
December 15, 2004
3:15 p.m. - 4:45 p.m.
Conference Room A, 505 E. Green, Ste. 203-A


MEMBERS ABSENT: Bonnie Armbruster, Susan Fowler, Joe Harper, Linda Sloat

OTHERS PRESENT: Marge Jerich (CTE)

1. Approval of Minutes and Announcements:

a. The meeting was called to order by Roegge at 3:15 p.m.

Roegge asked if there were any additions or corrections to the minutes of October 20, 2004. Mester, seconded by Jenkins, moved approval of the minutes as amended. Unanimously approved.

b. Announcements: Roegge stated that the committee can use an additional student member. He asked that members send nominations to him or Zych.

Roegge encouraged members to send him information regarding P-12 partnerships and/or other service endeavors, innovative activities related to diverse curricula and experiences, and program technological innovations. These activities will be showcased in the Annual ISBE Report. Jerich presented examples of endeavors highlighted in this year’s Annual ISBE Report. Any additional items for this year’s report need to be submitted by the end of January.

Roegge announced that Phyliss Jones is our new ISBE liaison. He plans to invite Jones to visit campus and, possibly, attend an Executive Committee meeting.

Roegge announced that the Conceptual Framework survey for faculty and staff is available on the CTE website. Committee members, as well as Area of Specialization Committee chairs/co-chairs, and Clinical Experience Program Coordinators will receive an email requesting their completion of the survey. Similar survey instruments will be developed for cooperating personnel and teacher candidates. Survey results will be complied, analyzed and presented to the Executive Committee for review.

Roegge stated that he plans to develop an electronic newsletter. The newsletter will include policy updates, program highlights, and feedback on data gathered by CTE staff.

c. Additions to the agenda: none.
2. Proposals:

a. Revision to the Earth Science Teaching Option: Report: Zych reported that the proposal replaces one geology course with another geology course. Due to the nature of the request, the proposal was approved administratively and forwarded to the Office of the Provost.

b. Revision to the Teacher Education Minor in Mathematics: Report: Zych reported that the proposal adds an option for candidates to satisfy the computer science category of the Grades 6-8 portion of the minor. Due to the nature of the request, the proposal was approved administratively and forwarded to the Office of the Provost.

3. Matters for Discussion/Action:

a. Tuition and Fee Waiver Policy: Roegge reviewed the current tuition and fee waiver policy and suggested revising it to limit issuing tuition and fee waivers to cooperating personnel only after their term of service. Roegge explained that the proposed change would eliminate many problems that occur when cooperating personnel register for classes before CTE knows that they are entitled to a waiver. The current policy creates these problems because cooperating personnel are able to use the waiver during the time that they are serving as cooperating personnel. The waiver would still be valid for one year from the date of issue.

A brief discussion followed. Members supported Roegges’ proposal and suggested that the matter be further investigated to determine if there are other related issues that should be included as part of a policy revision. It was agreed that any policy change must provide sufficient lead time to cooperating personnel to adjust their educational plans.

b. AACTE/ISBE: Reporting Needs: Jerich distributed the professional education data system professional education faculty demographic forms from the American Association of Colleges for Teacher Education (AACTE) and the National Council for Accreditation of Teacher Education (NCATE). These forms are part of the Annual AACTE Report. She asked that completed forms be returned to her by the end of January.

4. Updates/Reports:

a. ISBE Update: Zych reported that ISBE has re-designed their website to include a section for higher education institutions. Click on “certification” on the ISBE homepage (www.isbe.net) to gain access to the Certification & Professional Preparation page. From the Certification & Professional Preparation page click on “Higher Education.”

Zych announced that the certification application process will be changing during the summer of 2005. ISBE wants the process to be completely electronic, which means that CTE staff will need to implement significant changes in current procedures. Zych said he believes that the changes will benefit our candidates. He will provide additional information in late spring.

b. Middle Grade Certification: Zych reported that the discussion of the proposed middle grade certificate has been indefinitely tabled by ISBE. New middle grade standards were approved by ISBE in 2003, but there is no implementation date.
c. Fingerprint Concerns: Zych reviewed the Illinois State Board of Education: Guidance Document on Criminal Background Check Information Public Act 93-909. The act states that student teachers are not subject to a fingerprint check. School districts and regional offices of education have the discretion to conduct fingerprint checks on personnel not required under the law, but, the FBI will not conduct a fingerprint check on any personnel that are not required to be fingerprinted under PA93-909. Therefore, fingerprint checks for student teachers would only report Illinois conviction information. This information can already be obtained through the currently required criminal background check.

Zych reported that Unit 4 will continue to process fingerprints for us on an as needed basis and at no cost to us or the candidate.

d. Spring Student Teaching/ICTS Tests: Zych presented a summary of the results from the last ICTS content test. Overall, candidate pass rates are high and the pass rates seem to be improving. It appears that seven candidates will be delayed in their student teaching for spring semester 2005. They will be permitted to begin student teaching on February 28th if they take and pass the required content test on January 29th.

e. Endorsements on Certificates: Zych reported that the certification staff has begun working on a description of the new endorsement requirements that took effect on July 1, 2004. The staff attended a meeting at ISBE on November 30th and now feels that ISBE has provided sufficient information to develop a document for placement on the CTE web site. Information will also be shared with Area of Specialization Committees, which have been charged with reviewing all teacher education minors against the new requirements.

5. Information Items: The following information items were distributed. Zych asked that members review the documents and notify him if any corrections are needed.

a. CTE Liaisons for Admission to Professional Education Programs
b. Individuals Designated for CTE Web Access

6. Adjournment: The meeting adjourned at 4:45 p.m.

Future meetings: All meetings are scheduled for 3-5 p.m. in Ste. 203-A, 505 E. Green Street unless otherwise notified.

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<tr>
<th>Date</th>
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<td>January 26, 2005</td>
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<td>February 23, 2005</td>
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