MINUTES OF THE EXECUTIVE COMMITTEE
COUNCIL ON TEACHER EDUCATION
January 16, 2008
3:10 p.m. – 4:50 p.m.
Conference Room B, 505 E. Green, Ste. 203

MEMBERS PRESENT: Brenda Clevenger, Bo Fernhall, John Grashel, Melissa Hayne, Linda Hemminger, Bob Hughes, Christine Jenkins, Marge Jerich, Mary Kalantzis, Kristi Kuntz, Brenda Lindsey, Chris Roegge, Marian Stone, Phyllis Vanlandingham , Chet Zych

MEMBERS ABSENT: Ave Alvarado, Bonnie Armbruster, Kate Renno

1. Approval of Minutes and Announcements:

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

a. Announcements: Roegge introduced Bo Fernhall, Associate Dean for Applied Health Sciences, who is replacing Jen Themanson as the representative from that college.

Roegge asked if anyone would object to changing the meeting time from 3-5 p.m. to 3:30-5 p.m. He would like to make the change so that Hayne, who has a class that lasts until 4 p.m., could attend most of the meeting. Roegge noted that the meetings generally do not last for two hours and we would still finish by 5 p.m. There being no objections, the next meeting will convene at 3:30 p.m.

Roegge passed out a flyer for the 43rd Annual UIUC Teacher Placement Day, sponsored by the Educational Career Services Office, which will be held on February 28th at the Illini Union. Recruiters from Illinois and 18 other states will be there.

Roegge announced that the Illinois State Board of Education (ISBE) is funding proposals for beginning teacher induction programs. The proposals will be reviewed in Champaign-Urbana on January 29th and 30th. Individuals are needed to review the proposals. He asked that committee members pass the word to anyone who might be interested. He will e-mail the details to them.

b. Approval of minutes of November 14, 2007: Roegge asked if there were any additions or corrections to the minutes of November 14, 2007. The minutes were accepted as presented.

c. Additions to the agenda: None

d. Executive Director’s Report: Roegge updated the committee on the current activities of CTE staff. Included on the list are 1) revising the CTE policy manual, 2) revising the Conceptual Framework, 3) updating policies and procedures related to tuition and fee waivers, 4) a proposal to allocate funds for supervision of student teachers, 5) writing a policy related to the placement of student teachers, 6) providing support to those who are writing the program reports for the accreditation review, 7) working with Golden Apple and the College of Education to develop procedures related to the sabbaticals that will be awarded to Golden Apple Scholars, 8) changing the titles of several staff members, 9) hiring a graduate assistant to monitor various Web sites and generally assist staff in collecting information necessary for the accreditation review and more efficient operation of the office, 10) reviewing how clinical experiences are managed in the various programs, and 11) setting up a structure for the accreditation review. Some of these items will be discussed later in this meeting and others will result in proposals being brought to the committee at future meetings.

Roegge will be attending AACTE in New Orleans, February 7-10th.
2. Proposals:

a. Revision to Earth Science Teaching Concentration (Report): Zych reported that the Department of Geology is proposing a revision to the teaching concentration in earth science. The revision is the result of course renumbering and revision within the department and simply reflects those changes without changing the content of the concentration or adding hours to the requirements. Since there are no substantive changes being proposed, he approved it administratively and forwarded it to the Office of the Provost, which also approved it administratively.

3. Matters for Discussion/Action:

a. Allocations to programs for clinical supervision: Roegge handed out a proposal to modify the allocation of money for supervision. The proposal is the result of deliberations of the subcommittee that was appointed to review the matter and his discussions with the majority of current clinical experiences program coordinators.

Roegge proposed that the base salary rate per FTE be increased from $22,000 to $27,386. He based the figure on 4/9 of the current average assistant professor salary in the College of Education. This figure would permit programs to offer more competitive salaries and, perhaps, improve the quality of supervision in some programs. A chart was provided showing a comparison of expenditures per program using current and proposed salary rates.

The proposal also provides for allocating money by semester, rather than for an entire year. This would permit more accurate allocations and provide a means of making sure clinical experiences program coordinators discharge their responsibilities. Programs would need to account for the funds they receive, which are to be used only for supervision. Allocations would be adjusted each year, based on actual expenditures. Any funds not used for supervision would be used to provide professional development for supervisors.

Grashel, seconded by Stone, moved approval of the proposal to modify the CTE supervision allocation. The motion was unanimously approved.

b. Placement policy revision: Roegge handed out a proposed policy regarding the placement of candidates in schools or districts where they have relatives teaching or in administrative positions. The policy proposes to deny placements in schools or districts where the candidate has close relatives employed and in schools that the candidate attended. Roegge explained that the proposed policy arises from an incident in which a candidate was placed for student teaching in a school where her mother teaches and the district superintendent is her father. Questions of propriety were raised and the student has been moved to a different placement. The incident prompted Roegge to propose a policy that would be common across all programs so that such placements would not be made in the future. He noted that the policy seeks to protect candidates from experiences where their evaluations might be unduly influenced by someone other than the cooperating teacher. If the policy is approved, it would be placed on student teaching applications for all of our programs.

Hughes questioned the validity of the proposed policy, given that family members often are employed by the same departments on campus. Lindsey noted that the policy as proposed would adversely affect her candidates since most of them return to their hometowns to do their internships. Questions were also raised regarding whether candidates should be restricted from being placed in any school that they had attended, since it doesn’t seem to make sense to keep a candidate from student teaching in an elementary school that
they attended while it would make sense to restrict them from being able to student teach in a high school from which they had recently graduated.

Zych suggested that the proposed policy be taken to the clinical experiences program coordinators for input since they are the people who are responsible for making the placements. It was agreed that the proposal will be brought back to this committee after the clinical experiences program coordinators have discussed it.

c. Tuition & Fee Waiver policy revisions: Roegge handed out a proposed revision to the current policy on tuition and fee waivers for cooperating agency personnel. The proposal would change the period in which a cooperating teacher may use an earned tuition and fee waiver, making it available the semester after they have earned it rather than concurrently with having a candidate in their classroom. It also clarifies some confusing language regarding the issuing of pooled waivers and adds that programs may restrict the use of waivers. The latter is being inserted because various programs that are required to be self-sustaining do not want waivers being used to register in their classes.

Kuntz suggested that some of the items in the proposed revision may be able to be taken care of administratively. She will review documents on file and report back to Roegge. The proposal will be brought back to the next meeting if action is required by the committee.

d. Standardizing Clinical Experiences Procedures: Roegge said that recent events, such as the placement of the student teacher in a school where her mother teaches and her father is the district superintendent, has convinced him that we need to standardize some of our policies and procedures across programs. There should be common elements in handbooks, forms, and policies that apply to all programs. He plans to discuss this matter with clinical experiences program coordinators and begin the process.

e. Facilitating communication with client schools: Roegge would like to see the Council take an active role in sponsoring events to bring P-12 and university faculty together. He envisions a short series of meetings that would involve different people each time. He has begun working on this with Dean Kalantzis and Associate Dean Harris in the College of Education.

f. Graduate follow up: Roegge handed out a summary of his current thinking on conducting follow up surveys of our graduates. The summary included identification of the information that we want and a plan for obtaining the information. He noted that the information that we currently get from the statewide survey in which we participate is very limited and doesn’t give us adequate information about our programs. He offered to share with the committee data that Vanlandingham gathers from her graduates each year, which is the kind of data that we need for all of our graduates.

The proposed plan incorporates surveys that have been previously conducted by the Educational Career Services Office and the CTE staff into a single survey that would be conducted each year and provide data for candidates 1, 3, and 5 years after they complete our programs. He noted that he thinks that we can implement the plan with the resources that we currently have available.

4. Updates/Reports:

a. ISBE Update: Zych reported that we have submitted our course work for the Early Childhood Special Education Approval to ISBE for review.
Two new laws have been signed that permit candidates in certification programs to be paid for tutoring and permit candidates in alternative programs to be placed outside the city of Chicago for their internships under special circumstances.

ISBE has also returned to their previous policy of requiring each accredited institution to designate a certification officer who is responsible for recommending program completers for certification and providing information on teacher education programs and courses for the institution. All correspondence verifying course work, course content, program changes, and new programs must be signed or co-signed by the certification officer.

b. Accreditation update: Roegge reported that Jerich and Ohlsson have been working with the program report writers. Progress is being made but some programs need prodding to complete their reports.

Vanlandingham commented that Jerich and Ohlsson provided very good workshops for the program report writers.

c. Program data: Roegge handed out a proposed “table of contents” page for the annual reports that CTE staff is preparing for each program. These are intended to be comprehensive electronic reports that will provide each program with data that it can use to assess the program. Eventually, the report will include follow up data on the graduates. He hopes to have a copy of a complete report for the next meeting.

d. Educator Supply & Demand: Roegge commented that the latest ISBE Educator Supply & Demand report shows trends consistent with the last several years. He will send the link to committee members.

5. Information Items: Roegge handed out an article from AACTE Briefs-January 2008 regarding district preparation of teachers.

6. Adjournment: The meeting adjourned at 4:50 p.m.

Future meetings: All meetings are scheduled for 3:30-5 p.m. in Ste. 203-B, 505 E. Green Street unless otherwise noted.

Meeting dates for 2007-2008

June 18, 2008        July 16, 2008