

Minutes
NCATE Retreat
May 2, 2007 – Gooch 232-233

I. Dr. Mary Lee Hall called the meeting to order at 9:15 a.m.

II. General Announcements (Hall)

The next NCATE visit is scheduled for 2009. Documentation will be maintained as we go, not just closer to time for the visit.

There was only one valid candidate for Director of Assessment, and she was interviewed. She was a very good people-person, but not qualified for what we needed. Dr Cris Whitlow will be taking care of assessment, if she can get 50 percent released time. Jennifer Cook will take over many of the duties associated with the Director of Teacher Education, such as overseeing advising, recruiting, and registration during SOAR.

Fall 2006 Data – Dr. Hall asked that when the faculty reviewed forms to make sure they still fit the conceptual framework. The portfolio data was almost useless, and evidence and reflection on the diversity strand ranked lower. Dr. Hall said that we will have a better starting point for portfolio checks with Dr. Hewitt teaching all of the sections of TCED 211.

Exit Interviews indicate that some candidates still do not think they have enough field experiences. Secondary education and even some K-6 candidates indicate that they would like more field experiences. Ms. Cook is working with the schools to get them to work with us as a partnership. A faculty member brought to the unit's attention that HPER students have 15-20 hours in the school system. It was also stated that students taking TCED 302 in the summer do not get good field experience.

III. Standards Committee:

A. Standard I Candidate Knowledge, Skills, Dispositions – Petty

Motion: Proposed Grade Requirement: Students must complete all courses requiring admission to the Teacher Education program with a grade of C or higher, effective Fall 2008.

Move: Black

Second: Erk

Vote: carried.

Standard I committee will recommend background checks before student teaching. A form was given out to the unit (attached). The committee is also discussing what type criminal record will keep someone from student teaching. Students would receive the form to inform them of the criminal background check, and that they may not be able to student teach or be licensed. This is just to inform students, and then the check will

be completed before student teaching. The type of felonies is purposely not being specified. The student will be responsible for the cost of the background check.

B. Standard II Program Assessment and Unit Evaluation – Greenockle

1. P-12 Representative Recommendations for this committee (comes as a motion from the committee)

Motion: That the P-12 Representative be:

- On a 2-year rotation by level (Primary, Elementary, Middle, High School)
- Principal or Assistant Principal
- Invited by the Dean
- Meetings are monthly

Second: Cook Vote: carried

2. Recommendations for providing evidence of fairness and consistency of performance assessments (and elimination of bias). (Comes as a motion from committee)

Motion: Training Workshops to include portfolio, field experience, dispositions, particularly for new faculty and P-12 to be conducted at least once a year

Second: Hewitt Vote: carried

Other items in this category were:

- Reliability checks of instruments and evaluator – can be done in groups using simulations or actual videos
- Tighten standardization of administration, scoring, interpretation of assessment instruments (We need to show that we are doing this consistently.)
- Check for consistency in rubrics

3. Motion: Recommendation: to investigate a move toward the electronic portfolio

Move: Black Second: Petty Vote: carried

Benefits of the electronic portfolio would be ease of access and keeping track, and uniformity. Assessment components can be entered into a database and be less cumbersome. It was suggested that we check Union University's website. A particular system is not being recommended. Various companies could come to campus to give demonstrations.

Portfolio evaluations options to consider:

- Move away from advisors and use portfolio check by faculty teaching the TCED core courses. It was noted that the advisor must sign-off for student teaching. The checkpoint may need to be moved to later, and we may need to

specify what they have to put in the portfolio in which class. Faculty members are currently supposed to be checking in TCED 302, 303, and 305, but the advisor is also responsible. The student teaching supervisor is the final authority at the last checkpoint. It was suggested that 302 be the first checkpoint, and instead of TCED 303 and 305, that the checkpoints be moved to TCED 340 and 350.

- Create committee of faculty (rotating) to evaluate the portfolio at specific checkpoints (unacceptable pieces will be given to candidate's faculty advisor)
- Committee of faculty only check portfolio when candidate applies to student teach and must be part of the sign-off
- Continue with advisors checking portfolio each semester

Another suggestion was that if there was going to be a portfolio check by committee that perhaps it would be after student teaching, and that the committee should be faculty. There was a concern about consistency with adjuncts doing the checks.

4. Advanced Programs – Topics being addressed by the Graduate Committee are use of standardized exam for COMP exams, and candidates' graduate committee composition. It was recommended that the portfolio be used instead of written COMPS for all degree areas. There was discussion about how to standardize.

C. Standard III Field Experiences and Clinical Practice – Cook

Motion: Adding cooperating teacher signature line, and show a revision date of 05/02/07.

Second: Hewitt Vote: Carried

The committee is considering revision of the Level I field experience form. Ms. Cook will recommend use of the level II field experience form for the secondary methods classes to be submitted to the Dean.

D. Standard IV Diversity – Hearn

Based on the data from the questionnaire distributed by this committee, there are areas of training requested. The committee suggests a parallel questionnaire be distributed to students. Dr. Hearn will have training recommendations from Standard IV.