

Indiana University School of Education  
Committee on Teacher Education  
September 19, 2007

Minutes

**Present:** David Estell, Keith Chapin, Jose Bonner, Tim Niggle, Laura Stachowski, Jill Shedd, Genny Williamson, Brent Gault, Tom Brush, Beau Vallance, and Karen Wohlwend

**Others Present:** Jeane Novotny and Juliana Hallows

**I. Welcome:**

David Estell conducted the meeting and there was an introduction of past and new CTE members.

**II. Approval of May 03, 2007 Minutes:** *Handout: May 03, 2007 Minutes (buff)*

David Estell, opened the meeting by giving members an opportunity to review the May 03, 2007 minutes. It was motioned and seconded that the minutes be approved: MOTION APPROVED.

**III. Informational Items:**

**1. School of Education Six Principles**

David Estell informed the committee that the six principles, which had been discussed throughout the previous year, would be addressed after NCATE and by the faculty at a future faculty retreat.

**2. CTE Public Resources for Faculty and Staff**

Juliana Hallows described the new Oncourse *public resource* folder. Several links throughout the Office of Teacher Education and the School of Education web site have been created in order for faculty and staff to have better access to this folder which contains the necessary documents for course or program additions and changes

**IV. Action Items:**

**1. Expedited Course/Program Review Process:** *Handout: Course-Program Change Approval Process Document Form (blue)*

Jill Shedd, per request of the agenda committee, proposed that CTE offer the faculty an expedited process for course or program additions or changes. The hand out provided shows examples of what would qualify for this “fast track” to course-program change approval. Specifically, submissions for minor changes would be given to the agenda committee who would then review the documents and decided whether they would go directly to Policy Council or if the course-program proposal documents needed to go to CTE for full review. In addition to this faculty would need to give a time line for the expected implementation of their proposed changes. David Estell stated that CTE would have the opportunity to review the expedited proposals. He added that the agenda committee, if needed, would also contact relevant committee members for a finer review. Jose Bonner motioned to approve this change. Brent Gault seconded the motion and all members were in full favor. MOTION APPROVED.

**2. Unit Assessment System (UAS) Report Changes:** *Handout: Unit Assessment System Form (green) and the Program Review Purpose (yellow)*

Jill Shedd stated that the Teacher Education Program (TEP) is required to have an assessment process. She remarked that CTE is the committee that oversees and reviews TEP's assessment process.

The handout provided explains the reasoning behind TEP's continuing review of individual programs. Mainly, program review, a part of the Unit Assessment System (UAS), is a pre-requisite for NCATE accreditation which must be completed 18 to 24 months prior to NCATE. Jill Shedd added that program reviews and candidate reviews are supposed to be assessed yearly as a part of the UAS. Data gathered for UAS include retention statistics, student performance, eligibility for student teaching, graduation, and student teaching performance.

After the given introduction Jill Shedd then asked if it was enough for programs to share a summary of their program review reports or should they continue to complete a separate program review for CTE. Genny Williamson added that two reports would be laborious and she would like to integrate both the processes to alleviate some of the work load on faculty and programs. She asked what the Committee would like to see from each of the programs in regards to program reviews.

David Estell stated that summaries of the program review reports and what their strengths, weakness, and current program changes are would help CTE identify system wide issues. Tim Niggle asked how often a program review has to happen: once every seven years like NCATE or every three years as set in the current UAS. Jill Shedd responded that the program reviews would have to happen more often than just once every seven years. She also restated that the new assessments could include strengths, weaknesses, program changes in curricula and data of those changes. The intent is that it is meaningful for the faculty, informative and meets requirements of the UAS. Jose Bonner added that another topic for the UAS reports are how programs are going to address needed improvements or how they have addressed them, for those programs that are farther away from the NCATE review.

David Estell summarized the discussion and the committee agreed that they would like to change the current UAS report criteria and maintain a three year cycle. Jill Shedd stated that the format of the state program review report maybe a good model to use and she added that the agenda committee would put something together for the next meeting.

**V. Discussion Item:**

**1. Diversity Report:** *Handout: Diversity Report (salmon) and Disproportionality Document (pink)*

Genny Williamson remarked that over the last couple of years the diversity committee has been reviewing its goals for recruiting minority and underrepresented groups on campus. She added

that it is priority to find ways in which the Teacher Education Program may be discouraging minorities from entry to the field of teaching. Genny Williamson then described the handouts.

The disproportionality document is a summary of the current concerns and data that TEP has concerning minority and underrepresented groups. Specifically she noted the differences between African American students and European American students' admissions and applications rates. She also stated that African Americans are three times as likely to be rejected from the program.

The diversity report is a recommendation from the diversity committee to the OTE and CTE. This reports talk about Praxis I and how it is hindering to minority students. Tim Niggle and Genny Williamson then explained that there is discussion in the State to open up a wavier for the Praxis I.

One charge given to the Committee is to look at the disproportioanlity of admission and how TEP can address that and what that might mean in regards to the Praxis. Furthermore, they recommend the committee work on improving recruiting minority and underrepresented students for TEP. Genny Williamson stated that it might be beneficial to work with the other schools in addressing this issue.

There were no more questions. It was motioned to adjourn the meeting, motion seconded, meeting adjourned.

**VI. Summary Actions:**

1. Approval of May 03, 2007 Minutes
2. Approval of Expedited Course/Program Review Process
3. Approval of UAS report change and criteria
4. Genny Williamson will contact secondary education faculty to have them give a UAS report to the committee