

**Illinois State University  
Council for Teacher Education  
Tuesday, December 4, 2018, 3:00 p.m. - 4:30 p.m.  
DeGarmo Hall, Room 551**

**Minutes**

**Members Present:** J. Anderlik, A. Bates, C. Blum, S. Boesdorfer, C. Borders, T. Davis, M. Ely, S. French, D. Garrahy, V. Graziano, P. Hash, , K. Laudner, C. Lawton, E. Mikulec, K. Mountjoy, A. Mustian, M. Noraian, S. Osorio, S. Otto, S. Parry, J. Rosenthal, L. Sutton, A. Victor, D. Wilde, S. Williams, M. Winsor

**Absent:** S. Arnett-Hartwick, M. Brixius, S. Jones-Bock, , J. Regnier,

**Guests:** B. Jacobsen, T. Hinkel, A. Hurd, H. Olsen, C. Rutherford

**Call to Order by Chair:**

K. Laudner called the meeting to order at 3:02 p.m. and indicated there were snacks and drinks and to please help yourself.

**Roll Call:** Conducted by T. Davis

**I. Approval of Minutes from November 6, 2018:** Motion to approve the minutes from November 6, 2018:

Motion to approve: J. Rosenthal

Second: S. Parry

Minutes approved with no abstentions.

**II. Sub-committee Reports**

**A. Curriculum Committee:** S. Parry reported the committee met and several proposals. The minor ones do not need a vote. If any members want to vote, we certainly can vote on the proposals.

Committee will wait to review the following Program revisions until SED 344 has been approved:

- a. Theatre Teacher Ed.
- b. Physics Teacher Ed.
- c. Music Teacher Ed.
- d. Earth and Space Science Teacher Ed.
- e. Geography Teacher Ed.

The Committee approved the following curricular proposals:

1. German Teacher Ed.:  
Replace TCH 219 with LAN 321

2. French teacher Ed.:  
Replace TCH 219 with LAN 321
3. Spanish Teacher Ed.:  
Replace TCH 219 with LAN 321
4. LAN 320:  
Level of OPI needed is Intermediate high or above  
TCH 216 can be taken concurrently with this
5. LAN 319  
TCH 216 can be taken concurrently with this
6. TCH 257  
Science methods course, add prereq of TCH 247
7. TCH 427  
a. New course: Biliteracy Development in K-12 classrooms
8. TCH 419  
New course: The Study of Bilingual/Bicultural Education
9. Theatre Teacher Ed. Program revision
  - a. Remove THE 101 and TCH 212, this fixed the hours problem posed by the change in hours of THE 185 and 285 and removing TCH 212
  - b. Reduces time to gradation hours
10. Special Education program revision
  - a. Replace TCH course with SED 342
  - b. Reduces the number of hours
11. Special Ed 344  
New course: Teaching Secondary Content to Students with Disabilities

A. Mustian asked since SED 344 has been approved, will the committee go back and approve the five proposals that were tabled.

S. Parry responded that there are now 8-10 that were tabled and that they will be discussed by the committee at their next meeting, now that SED 344 has been approved.

The committee rejected:

TCH 267 because catalog description is more than twenty words

**B. Student Interests Committee:** S. Otto reported the committee met and they have been working on themes for the Student Excellence Award. The award is \$3000 and will be given to three students. The theme is: Lesson Plans – using technology and related to sustainability. They will be sending out an email to programs to ask for nominations. They will be due March 18<sup>th</sup>. They will be asking any CTE members if they would like to assist in the reviewing process.

An email was sent to the CTE members asking them to add the approved CTE logo on their signature line. The committee would like to remind the members to add it and if anyone needs the logo again, to contact S. Otto or S. Conner.

**C. University Liaison and Faculty Interests Committee:** C. Blum reported that the committee met and the Bylaws will be reviewed again in January. There have been requests by the Academic Senate:

1. Wording about Administrative Professional be changed to Coordinators or Directors. Their concern of Administrative Professional taking place of faculty.
2. C. Blum role: went back to 1965 and reviewed how CTE body was created initially. It was set up similar to other curriculum committees. The rules committee intended a CTE representative, faculty liaison to be ex-officio to Academic Affairs.
3. Nature of how to remove a CTE member. Looked at creating a rule that is a CTE member is absent more than four times per academic semester, the position would be considered vacated. The person could be reappointed back onto CTE.

D. Garrahy asked if this would be applicable to sub-committees.

C. Blum responded that it would be applicable to the CTE members on the sub-committees. Ex-officio would not apply and would be up to the Chair of CTE how they wanted to administer it.

D. Garrahy stated she thinks these are very reasonable requests.

The committee also discussed the Spring Colloquium. They are asking for suggestions for a speaker and to email C. Blum. C. Blum will send out an email reminder to the committee.

**D. Vision Committee:** D. Garrahy reported that the committee did not meet. D. Garrahy updated CTE about the National Criminal Background Adhoc Committee. Work continues to move forward with the procurement process. The RFP is nearly complete and will be sent out from the Procurement Office. D. Garrahy thanked S. Parry, S. Williams, and T. Davis who will continue to work on the project and review through the winter break.

## **E. UTEAC: No report**

### **III. Information Items**

**A. Annual Assessment Review:** C. Borders and S. Williams did a presentation on AAR for 2017-2018. They thanked the programs who met the deadline. Aar Process is 4-5-4 Plan for Annual Assessments. There are 4 key assessments and 5 areas. The committee asked each 28 programs the status on each, rationale, goals and action plan and resources and submitted to UTEAC. They asked for feedback from the programs. Changes for 2018-2019: Solicit feedback, revised submission form, removed NTASC, no goals if maintenance of performance, storage of data and submission (last year submission was through formstack and was a cumbersome process). They will be using new SharePoint, parts of teams to store longitudinal data. They will be asking CTE for additional reviewers. Training will be provided. There are 12 committee members for 28 reports. D. Garrahy volunteered to be a reviewer.

### **IV. Discussion Items**

**A. Chair of CTE Selection Process:** K. Laudner indicated the current process for selection of the CTE Chair at the last meeting as an Information Item. Current chair selection is nominated by the Dean's then approved by the Deans, Provost, and finally Senate. The Chair can be faculty or AP. Usually it is the Dean of COE, but it does not have to be.

M. Noraian stated the current process seems to be working and if others are interested in serving as chair they could contact their dean for a possible nomination.

C. Blum suggested adding "and confirmed by CTE".

A discussion of timing by Academic Senate took place. C. Borders feels like CTE should confirm the CTE chair.

V. Graziano asked what happens if CTE or Senate does not confirm the chair.

K. Laudner asked if we should vote at our last spring meeting. Also, stated that we could conduct this process in mid-spring then the deans, provost, and senate could all approve by end of spring semester. This would allow for an "official" chair to be in place for first meeting in fall, which currently has not been happening since Senate does not see chair nomination until fall.

J. Rosenthal asked if UCC Chair confirmed?

D. Garrahy stated if CTE and other committees are following the same format, great. If not, then we need more discussion.

K. Laudner asked if we want to change or keep the selection process the same? Is there a motion?

J. Rosenthal indicating there is a timing issue. Spring vote is old CTE members voting for a chair for the new members.

A. Mustian asked if other committees also have a 1-year Chair? Formalization may be needed. The more steps, the longer it takes to approve.

Motion to move Chair of CTE Selection Process from Discussion Item to Action Item: C. Borders  
Second: S. French

Motion to move Chair of CTE Selection Process from Discussion Item to Action Item passed with no abstentions.

**V. Action Items:** CTE Selection Process

Motion to move that CTE approves the Provost's appointment of Chair then to Academic Senate: C. Borders

Second: P. Hash

Motion to move that CTE approves the Provost's appointment of Chair then to Academic Senate approved with no abstentions.

**VI. Announcements and Last Comments:**

**a. Vice Chair:** None

**b. Members:**

D. Garrahy indicated she informed the Dean at the beginning of the semester that 2019 would be her last year in the TEC. D. Garrahy's last day will be August 15<sup>th</sup>.

K. Laudner thanked D. Garrahy for her service. A search will begin in the spring and the replacement will start August 1, 2019.

M. Noraian indicated the Secondary Education meeting will be 12/4/18.

**c. Chair:**

K. Laudner indicated that a formal search for the Coordinator of Teacher Education Assessment (E. Palmer's position) will also take place and the replacement will start June 1, 2019.

K. Appel has been named as Director of Enrollment & Transition Services.

A. Hurd will be the Associate Vice President of Undergraduate Education beginning January 1, 2019. J. Rosenthal is retiring December 31, 2019. There is cake and snacks to celebrate.

**VII. Adjournment:**

Motion: D. Garrahy

Second: C. Blum

Meeting adjourned at 4:04 p.m.