

**Illinois State University
Council for Teacher Education
Tuesday, August 19, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, G. Bailey, W. Beckner, K. Coats, A. Coffman, D. Curtis, D. Garrahy, M. Hagiwara, L. Huempfner, P. Klass, P. Metcalf-Turner, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, M. Noraian, J. Palmer, S. Parry, B. Rich, M. Temple, D. Ward, S. Zielinski

Members Absent: B. Conant, S. Rosenbaum, E. Spycher

Guests: J. Brown, L. Steffen, N. Slattery, B. Curl, J. Albrecht, P. Clardy, B. Meyer

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.. After welcoming everyone, she asked members and guests to introduce themselves. Members agreed not to review the by-laws at this meeting.
- II. Approval of Minutes of May 6, 2008:** D. Curtis asked for a motion to approve minutes from May 6, 2008. P. Klass moved for approval. M. Temple seconded the motion. Minutes were approved with one member abstaining.
- III. Council Elections:** M. Temple moved to nominate S. Parry as Vice-chair. L. Huempfner seconded the motion. G. Bailey moved to close nominations with B. Rich seconding the motion. Motion to close nominations was approved with no abstentions. S. Parry was elected unanimously to serve as Vice-chair. P. Klass moved to nominate S. Zielinski as Secretary. G. Bailey seconded the motion. B. Rich moved to close nominations and M. Temple seconded the motion. Motions were approved with no abstentions. S. Zielinski was elected unanimously to serve as Secretary.
- IV. Subcommittee Reports:**
 - A.** All members agreed to remain on the committee on which they served during the 2007-2008 academic school year. The following members agreed to serve as sub-committee chairs:
 - Curriculum Committee: M. Temple
 - Student Concerns Committee: S. Naylor and L. Heumpfner, Co-chairs
 - University Liaison and Faculty Concerns Committee: M. Moore

Committees will be complete after the CTE student representatives have been recruited.

- IV. Information Items:**
 - A. TEACH Grants:** B. Curl and J. Albrecht of the Financial Aid Department and D. Curtis addressed the possibility of ISU hosting federally funded TEACH Grants. To qualify, a student's major must be in a high need field and the student must commit to teach in a low income/high needs school for four years. Students have eight years to fulfill their teaching commitment. If the commitment is not met, the grant becomes an unsubsidized loan with interest accruing from the date

of disbursement. Discussion followed focusing on whether or not to offer the grant, and if so, when to offer it. It is important that students understand the criteria of the grant. D. Curtis will provide additional information to members. The item will be discussed again at a future CTE meeting.

B. Safety Module: M. Temple reviewed ISU's requirement to comply with Illinois State Legislation SB0395 Safety Education which was enacted during Summer 2007. The proposal to meet the requirement is a 45-60 minute online module in Gateway 1. It would be composed of viewing online videos and correctly answering a series of quizzes. A handout was distributed.

V. Discussion Items:

A. Updating Compliance Information for HB 150: Special Education for all Teacher Education Candidates: L. Steffen informed members of the necessity to update documentation supporting ISU's compliance with HB 150. The present documentation is from the 1970's and 1980's. L. Steffen will contact departments and request the supporting information.

B. Ad hoc Diverse Field Placements Committee Update: D. Garrahy briefly reviewed the information members had received electronically. The committee has agreed upon a definition of diverse field placements and is currently focused on how it will be implemented into the program and who will be responsible for it. The committee plans to present that information at the next CTE meeting.

C. Potential Program Review Changes: D. Curtis addressed the dissatisfaction of other higher institutions' perceived concept of a two-tiered review of program standards. The change to Illinois State University would result in the requirement that program reviews be submitted to the State Teacher Certification Board instead of the national SPAs. Discussion ensued. Data requirements for the 2011 NCATE visit would not change.

D. New NCATE Steering Committee and Discussion of Committee Structures: M. Munson-Dryer requested an ad hoc committee of eight to ten members to oversee NCATE standards and programs. She also suggested that the CTE review the existing structure of the CTE subcommittees; i.e., are they meeting the Council's needs. Discussion ensued. D. Curtis asked M. Munson-Dryer to submit a proposal on revising the subcommittees.

VI. Action Items: None

VII. Announcements and Last Comments:

A. S. Parry announced she is now located in Williams Hall.

B. M. Moore announced the University Liaison and Faculty Concerns Committee will meet next Tuesday, August 26, at 3:00 p.m. in DEG 55.

C. A. Coffman announced the security doors are now in place at Thomas Metcalf School. Visitors are required to sign in before they are admitted.

D. L. Huempfnr announced members will be receiving information via email about the State Farm Youth Advisory Board Grants. An informational meeting will be held on August 28, 2:00-3:00 p.m., in DEG 551.

E. S. Naylor announced there will be no Student Concerns meeting next week.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Parry moved for adjournment. P. Klass seconded the motion. D. Curtis adjourned the meeting at 4:30.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, September 2, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, G. Bailey, W. Beckner, K. Coats, A. Coffman, B. Conant, D. Curtis, D. Garrahy, M. Hagiwara, L. Huempfner, P. Klass, P. Metcalf-Turner, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, M. Noraian, S. Parry, B. Rich, S. Rosenbaum, L. Rosenberg, M. Temple, S. Zielinski

Members Absent: J. Palmer, E. Spycher, D. Ward

Guests: A. Adkins, J. Brown, N. Latham, B. Meyer, J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of August 19, 2008:** D. Curtis asked for a motion to approve the minutes from August 19, 2008. S. Parry moved for approval. P. Klass seconded the motion. Minutes were approved with one member abstaining.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** None
 - B. Student Concerns Committee:** None
 - C. University Liaison and Faculty Concerns Committee:** M. Moore reported the committee has reviewed the conceptual framework pamphlet and will submit their suggestions at a future CTE meeting. The committee would welcome topic suggestions for the Fall Colloquium. D. Curtis suggested using the urban course design as a topic. L. Huempfner added that it would be interesting to hear from students on what they have learned from the urban education courses.
- IV. Information Items:** None
- V. Discussion Items:**
 - A. Ad hoc Diverse Field Placements Committee Update:** J. Bakken reviewed the information members had received electronically. The committee has agreed that a diverse field experience setting would meet or exceed at least two of the following four categories:
 1. English Language Learners (at least 10% of the school's population.)
 2. Students of Color (at least 20% of the school's population.)
 3. Students from Low Income Families (at least 20% of the school's population.)
 4. Students with Disabilities.*

*Due to the Freedom of Information Act, identifying school-based enrollment for this population is difficult. All teacher education majors at Illinois State University must have had opportunities to work with students with disabilities during their clinical and field experiences. Fifty hours of students' current one hundred hours of field experience would consist of ten hours in EAF courses, twenty hours in Curriculum and Instruction courses and twenty hours in program areas. Discussion ensued. J. Bakken moved to approve the the proficiencies, ideal outcomes and definition of diverse field experiences as

outlined in the committee's report. S. Zielinski seconded the motion. Motion passed with no abstentions.

B. New NCATE Steering Committee and Discussion of Committee Structures:

M. Munson-Dryer discussed the importance of reviewing the existing CTE committees and their structure. A handout was distributed of proposed committees and their functions. Members agreed to review the proposed changes and discuss it further at a future meeting. M. Munson-Dryer also distributed a handout describing the proposed ad hoc NCATE Steering Committee. The committee would meet twice each semester in 2008-2009 and more frequently as the April 2011 NCATE visit nears. L. Huempfner moved to establish the ad hoc NCATE Steering Committee. P. Metcalf-Turner seconded the motion. Motion passed with no abstentions. D. Curtis and M. Munson-Dryer will submit a report on the changes that have occurred since the last NCATE visit.

VI. Action Items:

A. TEACH Grant: This item was tabled until a future CTE meeting.

VII. Announcements and Last Comments:

A. D. Curtis announced there are two student appeals that the Council for Teacher Education will be hearing. The first appeal will be September 16, 2008, beginning at 3:30 p.m. The time change is due to President Bowman's State of the University Address. The second appeal will be heard on September 30, 2008, at 3:00 p.m. It is important that all members attend both events.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting.

P. Metcalf-Turner moved for adjournment. J. Bakken seconded the motion. D. Curtis adjourned the meeting at 4:30 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, October 7, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, W. Beckner, K. Coats, A. Coffman, B. Conant, D. Curtis, D. Garrahy, L. Huempfer, P. Klass, P. Metcalf-Turner, M. Moore, K. Mountjoy, M. Munson-Dryer, J. Oram-Sterling, S. Parry, B. Rich, L. Rosenberg, M. Temple, S. Zielinski

Members Absent: G. Bailey, M. Hagiwara, S. Naylor, M. Noraian, R. Norkett, J. Palmer, S. Rosenbaum, E. Spycher, D. Ward

Guests: J. Albrecht, B. Curl, J. Rosenthal, L. Steffen, J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of September 2, 2008:** D. Curtis asked for a motion to approve the minutes from September 2, 2008. M. Temple moved for approval. P. Klass seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple announced the committee will be meeting next week.
 - B. Student Concerns Committee:** L. Huempfer announced that letters have been sent to programs requesting nominees for the Academic Competition Scholarship. The committee is currently working on the rubric for the competition.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore announced there will not be a Fall Colloquium.
 - D. UTE Assessment (ad hoc):** No report.
- IV. Information Items:**
 - A. NCATE Update:** M. Munson-Dryer briefly updated the members on the upcoming 2011 NCATE visit. Illinois State University will be reviewed on two different levels. The unit review will involve everyone who is involved with teacher education. The program review will focus on the specific area of preparation. Three years of data will be required for the program review and it is due in February of 2010. A handout describing the six NCATE unit standards was distributed.
 - B. Student Appeal:** D. Curtis announced the results of the September 30th student appeal. The TERB decision was overturned and the student is re-enrolling for her student teaching experience. A short discussion ensued. D. Curtis asked if the Council would be willing to discuss plagiarism at a future meeting.
- V. Discussion Items:**
 - A. Ad hoc Diverse Field Placements Committee Update:** D. Garrahy presented the committee's proposal on how to implement diverse experiences into programs. Fifty of the currently required one hundred clinical hours would consist of diverse field experiences as defined by the Council's approved definition. If a teacher candidate did not complete this requirement prior to

student teaching, then a diverse student teaching experience would need to be located for the student. The fifty hours would be divided as follows: EAF would assume ten clinical hours; C & I would assume twenty clinical hours; and program areas would assume twenty clinical hours. It would be the student's responsibility to seek the diverse experience. Programs would be allowed to establish their own guidelines. Members agreed to form a Diverse Field Experience Implementation Task Force whose charge would be to develop resources, form a plan, and broaden the details. D. Curtis will recruit members to serve on the task force. Members should send their suggestions to D. Curtis. D. Curtis thanked the committee for their work.

- B. Conceptual Framework Document:** M. Moore distributed a handout containing revisions of the conceptual frame work. After attending workshops at the NCATE training on the conceptual framework it was noted by M. Moore that making major changes should be done after an NCATE visit. However, they are encouraging institutions to establish a logo for their framework. Discussion followed with members reviewing the document and suggesting changes. After the changes have been added, it will be sent electronically to members to be reviewed. It will appear as an Action Item on the next CTE agenda.
- C. New Committee Structure:** This item was tabled until a future meeting.

VI. Action Items:

- A. TEACH Grant:** J. Albrecht briefly reviewed the federal grant/loan program. Twenty students have inquired about the program. There are currently 668 students eligible. Of that number, 600 have indicated an interest in it. Discussion followed. Members expressed their concern that students understand the required four year teaching obligation. It was also discussed which students should be targeted to receive the grant. J. Rosenthal stated students would have to be admitted to their major before they are eligible. J. Rosenthal also reported that if Illinois State University does not follow the federal guidelines, then an appeal process would have to be established. Members agreed that the grant should be made available to incoming freshmen and that ISU should follow the federal guidelines.

VII. Announcements and Last Comments:

- A.** S. Parry announced that Elie Wiesel is speaking tonight in Braden Auditorium.
- B.** S. Zielinski announced that *4:48 Psychosis* is being performed October 10-18 and *Dracula* will be performed from October 24 through November 1.
- C.** B. Conant announced the Academic Senate will meet Wednesday.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting.

- P. Klass moved for adjournment. J. Bakken seconded the motion.
- D. Curtis adjourned the meeting at 4:30 p.m.

Respectfully submitted,
S. Zielinski
jab

Illinois State University
Council for Teacher Education
Tuesday, October 21, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551

Minutes

Members Present: G. Bailey, J. Bakken, K. Coats, A. Coffman, B. Conant, D. Curtis, M. Hagiwara, L. Huempfner, P. Klass, P. Metcalf-Turner, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, R. Norkett, J. Oram-Sterling, J. Palmer, S. Parry, B. Rich, S. Rosenbaum, E. Spycher, M. Temple, D. Ward, S. Zielinski

Members Absent: W. Beckner, D. Garrahy, M. Noraian, L. Rosenberg

Guests: J. Brown, J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of October 7, 2008:** D. Curtis asked for a motion to approve the minutes from October 7, 2008. T. Klass moved for approval. S. Parry seconded the motion. Minutes were approved with two abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple reported that the committee had approved two Languages, Literatures and Cultures proposals. They are deletion of LAN 395.12 Senior Seminar and a change in requirements for a major in French.
 - B. Student Concerns Committee:** L. Huempfner reported that the committee has finalized the rubric for the Academic Competition Scholarship. The committee has begun a discussion on the role of the committee in the future.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore announced that the committee has started preliminary plans for the Spring Colloquium which will probably be held in April. They would welcome ideas for topics. The committee will meet next week.
 - D. UTE Assessment (ad hoc):** No report.
- IV. Information Items: None**
- V. Discussion Items:**
 - A. New Committee Structure:** M. Munson-Dryer briefly reviewed a proposal to restructure the existing CTE subcommittees. M. Munson-Dryer would like to add the UTE Assessment Committee and the Diversity Committee as standing CTE committees. As a member of the Student Concerns Committee, M. Munson-Dryer stated that the committee would like to remain and expand its duties to become more involved in student organizations and student appeals. Discussion continued about the number of members on each subcommittee and allowing non-Council for Teacher Education members to serve. L. Huempfner stated she would like to see greater student representation on the subcommittees. S. Zielinski suggested that each subcommittee should have both a graduate and undergraduate student representative. M. Temple stated that many universities find it challenging to document assessments for NCATE which demonstrates the importance of the UTE Assessment Committee. He also stated changing the Diversity Committee to a standing committee would indicate to NCATE

ISU's commitment to diversity. Members agreed on the following proposed standing committees: University Liaison and Faculty Concerns Committee, Student Concerns Committee, Curriculum Committee, UTE Assessment Committee, and Diversity Committee (possible name change to Mission Committee.) D. Curtis requested members review their subcommittee's charge as stated in the bylaws and send any changes to her. The Executive Committee will discuss and organize the proposals and bring any proposed changes to the next CTE meeting on November 7.

- B. Conceptual Framework Document:** M. Moore distributed a handout of the final version of the conceptual framework. After two minor revisions, D. Curtis asked for a motion to approve the document. M. Temple moved for approval. M. Munson-Dryer seconded the motion. Motion passed with one opposed and no abstentions.

VI. Action Items:

- A. Diverse Field Experiences Implementation Framework:** J. Bakken reviewed the proposal which had been sent to members electronically. The proposal is as follows:

- All teacher education candidates will be required to have a minimum of 50 hours of diverse field experiences.
- These 50 hours will be part of the existing 100 clinical hours prior to student teaching.
- Experiences would meet the CTE approved definition of diverse field experiences (approved 9-2-08.)
- If a teacher candidate did not complete the minimum 50 hours of diverse field experiences prior to student teaching, a diverse student teaching experience would need to be located for the student.
- The 50 hours will be divided among the three teacher education constituents: a) EAF will assume 10 (ten) clinical hours; b) C & I will assume 20 (twenty) clinical hours; c) program areas will assume 20 (twenty) clinical hours.
- Experiences are not limited to a school setting. (Boys and Girls Clubs, Special Olympics, after school programs, etc.)
- Graduate programs will be responsible for developing appropriate diverse field experiences for their students.

D. Curtis asked for a motion to approve the proposal. J. Bakken moved to approve the proposal. S. Zielinski seconded the motion. Discussion ensued. Motion passed with no abstentions.

VII. Announcements and Last Comments:

- A.** S. Parry announced that both her husband and she are involved in the production of *Guys and Dolls* at Community Players Theatre. It opens Friday, October 24, and runs for three weekends.
- B.** M. Moore reported on the upcoming Chicago Urban bus trip. Three busses are going and they are turning away more students that would like to attend.
- C.** A. Coffman stated the ISAT scores have been reported to Thomas Metcalf School and 3 grades out of 5 received 100% in the math assessment.
- D.** M. Temple announced that the education advisors to presidential candidates John McCain and Barak Obama are having a webcast debate tonight. Interested parties may view it in Felmley 325 from 6:00 p.m. to 8:00 p.m. It can also be viewed in Schroeder 244.
- E.** M. Hagiwara reminded members of the Pacific-Rim Conference this weekend.

- F. T. Klass reported that the EAF Department is hosting a portion of the Pacific-Rim Conference.
- G. S. Zielinski announced *Dracula* is being performed from October 24 through November 1 in the Center for the Performing Arts Theatre.
- H. L. Huempfner announced that the students in the Foreign Language Methods class attended the Illinois Council on the Teaching of Foreign Languages Annual Conference in Lisle, IL. Also, this weekend, in honor of Hispanic Heritage Month, the McLean County Arts Center will hold a reception and presentation of Mexican Chicago. It is from 5:00 p.m. to 7:00 p.m. Following the reception is a Los Lobos concert sponsored by the Hispanic Families Work Group. A new Spanish language newspaper, La Palabra, and a Spanish language radio program have been launched, both of which would welcome suggestions and support.
- I. K. Coats reported that the Illinois Association of Teachers of English Conference was well attended. She also announced that one of her daughters will be appearing on December 7 in *The Nutcracker* and another daughter will be participating in the Special Olympics bowling tournament on December 6.
- J. S. Naylor announced that there will be a Student Concerns Committee meeting next week.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. J. Bakken moved for adjournment. R. Norkett seconded the motion. D. Curtis adjourned the meeting at 4:20 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, November 4, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: G. Bailey, J. Bakken, W. Beckner, K. Coats, B. Conant, D. Curtis, D. Garrahy, M. Hagiwara, L. Huempfer, P. Klass, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, M. Noraian, R. Norkett, J. Oram-Sterling, J. Palmer, S. Parry, B. Rich, S. Rosenbaum, L. Rosenberg, E. Spycher, M. Temple, D. Ward

Members Absent: A. Coffman, P. Metcalf-Turner, S. Zielinski

Guests: J. Brown, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of October 21, 2008:** D. Curtis asked for a motion to approve the minutes from October 21, 2008. M. Temple moved for approval. L. Huempfer seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** No report.
 - B. Student Concerns Committee:** No report.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore announced that members of the Urban Teacher Preparation organization will present at the Spring Colloquium. A date has not been chosen but it will be held in April. Committee members will be meeting with a representative from University Marketing and Communications to discuss a logo for the NCATE visit.
 - D. UTE Assessment (ad hoc):** L. Steffen reviewed the issues that the committee has been working on. The committee considered a proposal for a new Universal Design for Learning Assessment that calls for a lesson to be developed and assessed at three different times. It would replace the Analysis for Inclusion for Special Education Assessment and the Multicultural/Diversity Assessment. The committee decided to rework the Analysis for Inclusion Assessment and Multicultural/Diversity Assessment to incorporate UDL principals and the diversity proficiency adopted by CTE. In reviewing assessment data, the committee found that there is no area of concern for the basic skills assessment; however, two programs may need to do further analysis of their content test scores.
- IV. Information Items:**
 - A. NCATE Update:** M. Munson-Dryer announced that the NCATE visit has been changed to Spring 2012. Also, the Spring 2008 and Fall 2008 data are due in January 2009.
 - B. CECP Annual Report:** L. Steffen reviewed highlights from the annual CECP report. A short discussion ensued. The report was distributed among members.

V. Discussion Items:

- A. New Committee Structure:** D. Curtis asked members to discuss their vision of the subcommittees roles in the future. L. Huempfer stated that the Student Concerns Committee is still exploring ways to increase student representation on the committee. M. Munson-Dryer reported that the committee would like an informal role in the student appeals process. M. Temple reported that the Curriculum Committee would like their role to remain in its present state but decrease the membership. A smaller membership would allow more members to serve on other committees. D. Curtis distributed a handout on a proposed new Vision Committee. Discussion ensued. Members agreed that the responsibilities, as listed, are too broad and the element of diversity should be included. The Executive Committee will make the suggested revisions and bring the results to a future meeting.
- B. Policy for Search Committee for Thomas Metcalf School and University School:** D. Curtis reported on a discussion with E. Stewart of the Academic Senate Executive Committee concerning the CTE's policy for search committees for lab school faculty. E. Stewart inquired if the CTE has a policy in place that requires faculty from the education programs to serve on search committees for Thomas Metcalf School and University High School. Discussion followed with members agreeing that they would "strongly encourage or support" such a policy but not require one. B. Conant will advise the Academic Senate of this information.

VI. Action Items:

- A. Second Bachelor Degree Teacher Education Candidates GPA for Admission to Professional Studies:** L. Steffen discussed the necessity of second bachelor degree teacher education candidates having a GPA to be admitted to professional studies. D. Curtis asked for a motion to establish a transfer second bachelor degree teacher education candidate's admission GPA as his/her GPA for admission to professional studies until an ISU GPA is established. For ISU second bachelor degree teacher education candidates, the graduation GPA will be used until the new ISU GPA is established. S. Parry so moved. M. Munson-Dryer seconded the motion. Motion passed unanimously.

VII. Announcements and Last Comments:

- A.** D. Curtis thanked the CTE members that participated in the Pacific Rim Conference. She noted that M. Hagiwara did an excellent job as a translator and thanked her for her participation.
- B.** S. Parry announced that the American Association of University Women will have their third Annual AAUW-BN Women's Book Forum on November 10 at 5:00 p.m. at Barnes & Noble. S. Parry is one of the three featured authors participating in the forum.
- C.** M. Moore announced that there are two openings for a GA or faculty member to act as chaperons on the Chicago Urban bus trip. Please contact her if you know of someone who is interested.
- D.** S. Rosenbaum announced that in September she spoke on service learning at the Innovative Partnerships for Student Learning Conference.
- E.** R. Norkett announced the second annual Shelton Aid will be held on the Quad.
- F.** M. Munson-Dryer asked members to email her their suggestions for the re-structuring of the subcommittees and she will organize the information.

G. D. Curtis announced that the Student Education Association was awarded the NEA Outstanding Local Chapter Excellence Award for the second year.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. R. Norkett moved for adjournment. S. Parry seconded the motion. D. Curtis adjourned the meeting at 4:20 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, November 18, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, W. Beckner, K. Coats, A. Coffman, B. Conant, D. Curtis, D. Garrahy, M. Hagiwara, L. Huempfer, P. Klass, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, M. Noraian, S. Parry, B. Rich, E. Spycher, S. Zielinski

Members Absent: G. Bailey, P. Metcalf-Turner, R. Norkett, J. Oram-Sterling, J. Palmer, S. Rosenbaum, L. Rosenberg, M. Temple, D. Ward

Guests: J. Brown, L. Steffen, J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of November 4, 2008:** D. Curtis asked for a motion to approve the minutes from November 4, 2008. S. Parry moved for approval. J. Bakken seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** No report.
 - B. Student Concerns Committee:** S. Naylor reported that the committee has received one entry for the Academic Competition Scholarship.
 - C. University Liaison and Faculty Concerns Committee:** No report
 - D. UTE Assessment (ad hoc):** L. Steffen reported the committee is working on the Analysis for Inclusion assessment. She also reported that Accurate Biometrics notified her that they will be raising the cost of criminal background checks. The cost will change from \$50.00 to \$52.00. Accurate Biometrics has agreed to delay the cost increase until the summer of 2009.
- IV. Information Items:** None
- V. Discussion Items:**
 - A. Shelf Life of Courses:** L. Steffen reported that an increased number of second bachelor candidates are applying to ISU. Determining the term limits of courses has become an ongoing and increasing problem because of current requirements. Discussion ensued. Members agreed that the secondary advisors should meet with the C & I secondary sequence advisor to discuss the issue and then advise the Council of their recommendations. L. Steffen will ask B. Meyer to schedule a meeting with the secondary advisors.
 - B. Committee Re-structuring:** D. Curtis distributed handouts describing the proposed new subcommittees. After reviewing the proposals, members discussed the membership composition and responsibilities of the Vision Committee and the Student Interests Committee. M. Munson-Dryer will make the suggested revisions. D. Curtis noted that any addition of new standing committees or changes of existing committees adopted by the Council will

necessitate amending the by-laws and require approval of the Academic Senate. Due to time constraints, the third committee, University Teacher Education Assessment Committee, will be discussed at a future CTE meeting.

VII. Announcements and Last Comments:

- A.** D. Curtis announced that Arthur Levine will be speaking at the Alumni Center tonight at 7:00 p.m. She encouraged members to attend. D. Curtis also stated that she has been certified as a member of the Board of Examiners for NCATE.
- B.** S. Parry announced that she is directing *The Woman in Black* at Community Players Theatre. It runs Thursday through Saturday.
- C.** S. Zielinski announced *The Clean House* is playing this weekend at Heartland Community College. Also, *Yerma* will be performed in Westhoff Theatre after Thanksgiving.
- D.** M. Moore reported that the SEA food drive was successful.
- E.** J. Brown announced she is a member of Cantus Novus, a community choral group, and they are performing their Christmas concert on December 6 at 7:00 p.m. in Evelyn Chapel at Illinois Wesleyan University.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Parry moved for adjournment. S. Naylor seconded the motion. D. Curtis adjourned the meeting at 4:30 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, December 2, 2008 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: G. Bailey, J. Bakken, A. Coffman, B. Conant, D. Curtis, D. Garrahy, M. Hagiwara, L. Huempfner, P. Klass, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, M. Noraian, J. Palmer, S. Parry, B. Rich, E. Spycher, M. Temple, D. Ward, S. Zielinski

Members Absent: W. Beckner, K. Coats, P. Metcalf-Turner, R. Norkett, J. Oram-Sterling, S. Rosenbaum, L. Rosenberg

Guests: A. Newman, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of November 18, 2008:** D. Curtis asked for a motion to approve the minutes from November 18, 2008. T. Klass moved for approval. S. Parry seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** No report.
 - B. Student Concerns Committee:** S. Naylor reported that the committee has received twenty-one entries for the Academic Competition Scholarship. Three scholarships will be awarded.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore reported that the Spring Colloquium dates suggested by the Urban Teacher Preparation group are Thursday, March 26, and Thursday, April 9. Members were asked to check their calendars and advise M. Moore of their preferred date.
 - D. UTE Assessment (ad hoc):** L. Steffen reported that the committee formed a focus group to work on the Analysis for Inclusion assessment. She also reported that Accurate Biometrics will delay the cost increase of criminal background checks until the summer of 2009. She informed members that there is a closed website that members may log onto to view the CECP annual report. A handout with instructions to view the website was distributed.
- IV. Information Items:**
 - A. Community Rights and Responsibilities:** A. Newman presented a power point presentation on academic integrity at ISU. The majority of dishonest incidents that she deals with is plagiarism which seems to be mainly internet-based. She reviewed the process that faculty members may use to report dishonesty. A Faculty Guide is available at www.deanofstudents.ilstu.edu. Discussion ensued. A handout was distributed.
- V. Discussion Items:**
 - A. Committee Restructuring:** D. Curtis asked members to review the handout that described the proposed new subcommittees. D. Curtis asked for a motion to approve the restructured Curriculum Committee. J. Palmer moved for

approval. J. Bakken seconded the motion. Motion passed unanimously with no abstentions. D. Curtis asked for a motion to approve the restructured University Teacher Education Assessment Committee. M. Temple moved for approval. M. Munson-Dryer seconded the motion. Motion passed with no abstentions. Discussion ensued concerning the restructuring of the University Liaison and Faculty Concerns Committee. M. Moore will make the suggested changes and submit the revised version at the next CTE meeting. D. Curtis asked for a motion to approve the Student Interests Committee. S. Zielinski moved for approval. A. Coffman seconded the motion. Discussion ensued. S. Zielinski withdrew the motion and A. Coffman seconded the withdrawal. Members agreed that the subcommittee will revisit the proposed restructure and submit a revised version at the next CTE meeting.

VI. Action Items: (See Discussion Items: A.)

VII. Announcements and Last Comments:

- A. S. Zielinski announced *Yerma* is running from December 3 through December 6. Also, Shakespeare's *A Winter's Tale* is being performed tonight at 7:30 p.m.
- B. J. Bakken announced that he is recruiting members for the new diversity committee. If anyone is interested, please contact him.
- C. D. Garrahy announced she will be on sabbatical beginning January 2009. Margo Coleman will be her replacement on the Council.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Naylor moved for adjournment. J. Bakken seconded the motion. D. Curtis adjourned the meeting at 4:35 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, January 20, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: G. Bailey, J. Bakken, W. Beckner, K. Coats, M. Coleman, D. Curtis, M. Hagiwara, P. Klass, P. Metcalf-Turner, K. Mountjoy, M. Munson-Dryer, S. Naylor, J. Oram-Sterling, J. Palmer, S. Parry, B. Rich, S. Rosenbaum, E. Spycher, M. Temple, S. Zielinski

Members Absent: A. Coffman, B. Conant, L. Huempfer, M. Moore, M. Noraian, D. Ward

Guests: L. Steffen, J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of December 2, 2008:** D. Curtis asked for a motion to approve the minutes from December 2, 2008. J. Palmer moved for approval. M. Temple seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** There was no report, however, M. Temple announced that the committee will be meeting next week.
 - B. Student Concerns Committee:** S. Naylor reported that the committee selected three winners for the Academic Competition. The winners will be announced at the Founders Day ceremony. S. Zielinski suggested posting the winners on the COE web site.
 - C. University Liaison and Faculty Concerns Committee:** No report.
 - D. UTE Assessment (ad hoc):** No report
- IV. Information Items:** None
- V. Discussion Items:**
 - A. Sub-committee Restructuring:** D. Curtis asked members to review the handouts describing the proposed new subcommittees. Discussion ensued pertaining to the Student Concerns Committee. Members agreed that the sub-committee should not attempt to resolve student issues, but rather communicate to them their due process rights. This could be done via a web site "Q & A" section. Additional editing suggestions were made. Members then discussed the Vision Committee structure. M. Munson-Dryer will make the suggested changes for both sub-committees and electronically distribute the revisions to the council members. Final approval of the changes will require amending the bylaws and approval by the Academic Senate. M. Munson-Dryer also discussed proposed sub-committee appointments. Discussion of the University Liaison and Faculty Concerns Committee restructure was tabled.
 - B. CTE Student Representatives:** M. Munson-Dryer announced that two CTE Student representatives have resigned due to class schedules. Members were asked to submit suggested replacements to her.

B. Registration and GPA Issues: S. Parry reported that the existing procedure to remove student teaching candidates who no longer meet the requirements is inefficient. Presently, individual departments are required to manually remove the student from the mainframe records. As a result, some students are slipping through the process and are not dropped from the program when they should be. Discussion ensued about the possibility of the Registrar's Office removing the names electronically from the mainframe. L. Steffen and S. Parry will meet with J. Ray to discuss implementing an electronic procedure. They will share the information with the council for further discussion.

VI. Action Items: None

VII. Announcements and Last Comments:

- A.** D. Curtis reminded members about the opportunity for the follow-up workshop on data for teacher education.
- B.** J. Bakken announced the diversity committee will begin meeting next Wednesday. Their meetings will be held on the second and fourth Wednesdays of each month.
- C.** Several committee members acknowledged the recent election of President Obama.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Parry moved for adjournment. M. Munson-Dryer seconded the motion. D. Curtis adjourned the meeting at 4:25 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, February 3, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: G. Bailey, J. Bakken, K. Coats, A. Coffman, M. Coleman, D. Curtis, M. Hagiwara, P. Klass, P. Metcalf-Turner, M. Moore, K. Mountjoy, M. Munson-Dryer, S. Naylor, J. Palmer, S. Parry, B. Rich, E. Spycher, M. Temple

Members Absent: W. Beckner, B. Conant, L. Huempfer, M. Noraian, J. Oram-Sterling, S. Rosenbaum, D. Ward, S. Zielinski

Guests: J. Webster

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of January 20, 2009:** D. Curtis asked for a motion to approve the minutes from January 20, 2009. J. Bakken moved for approval. M. Temple seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple reported that the committee had approved four curriculum proposals. The committee approved revision of SPA 243 Cultura Espanola which changed the prerequisites. The committee approved revision of SPA 244 Cultura Hispano Americano which changed the prerequisites. The committee approved two new C & I courses, C & I 458 Life Science for K-8 Teachers and C & I 459 Principles of Ecology for K-8 Teachers. A handout was distributed.
 - B. Student Concerns Committee:** S. Naylor announced the Academic Competition winners. They are Nicole Staehlin, Elementary Teacher Education, Keith Wojewnik, Health Teacher Education, and Matthew MacDougal, History Teacher Education.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore announced that the CTE Colloquium will be on March 26, 8:00 a.m. to 11:30 a.m., in Old Main. The Urban Teacher Preparation team will provide the presentation. Posters for the event should be available by mid-February. The committee is also working with University Marketing on a new Realizing the Democratic Ideal poster. D. Curtis informed members that the posters will be available in two different sizes, 18" x 24" and 11" by 17". Members should inform the Dean's Office of the number of posters and the poster size they would prefer. A short discussion followed concerning replacing the current tri-fold brochure with a bookmark.
 - D. UTE Assessment (ad hoc):** B. Rich reported that the committee is reviewing data from last year and is continuing to work on the Analysis for Inclusion assessment.
- IV. Information Items: None**

V. Discussion Items:

A. Discussion of Registration and GPA Issues: S. Parry reported that she and L. Steffen met with J. Ray of the Registrar's Office to discuss the existing procedure to remove student teaching candidates who no longer meet the requirements. As a result of their discussion, the Registrar's Office agreed that a report could be issued to each department notifying them of students' statuses. It would be the departments' responsibility to withdraw the students. The report would be issued at two different intervals. D. Curtis cited the importance of having designated staff to review the reports.

VI. Action Items:

A. Sub-committee Restructure: M. Moore distributed a handout describing the restructure of the University Liaison and Faculty Concerns Committee. Discussion ensued. M. Moore will make the recommended changes and submit the revisions at the next CTE meeting. M. Munson-Dryer distributed a handout describing the restructure of the Student Concerns Committee. D. Curtis asked for a motion to approve the restructure of the Student Concerns Committee. M. Temple moved for the approval. J. Bakken seconded the motion. A brief discussion ensued. Motion passed unanimously. A handout was distributed describing the membership and responsibilities of the new Vision Committee. After a short discussion and editing suggestions, D. Curtis asked for a motion to approve establishing the Vision Committee. J. Bakken moved for the approval. M. Temple seconded the motion. Motion passed unanimously.

VII. Announcements and Last Comments:

- A.** D. Curtis reported that she met with community college representatives concerning the Associates of Arts in Teaching degrees that are offered in secondary Mathematics, secondary Science, Early Childhood and Special Education. Discussions are continuing about how to ease the transition of students with these degrees into four year colleges.
- B.** S. Parry announced that the Dean of the College of Arts and Sciences will be stepping down and J. Payne will be acting as the interim dean.
- C.** M. Munson-Dryer announced that Peoria School District #150 voted not to close Woodruff High School. She also stated that the district is very supportive of the PDS program.
- D.** A. Coffman announced that the musical group, Metcalf Orffcats, performed at the IMEA All-State Conference and were chosen to appear at the national conference next year.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. M. Temple moved for adjournment. J. Bakken seconded the motion. D. Curtis adjourned the meeting at 4:10 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, March 3, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, W. Beckner, K. Coats, A. Coffman, D. Curtis, P. Klass, L. Huempfner, P. Metcalf-Turner, M. Moore, M. Munson-Dryer, S. Naylor, M. Noraian, J. Oram-Sterling, J. Palmer, S. Parry, B. Rich, S. Rosenbaum, M. Temple, S. Zielinski

Members Absent: G. Bailey, M. Coleman, B. Conant, M. Hagiwara, K. Mountjoy, E. Spycher, D. Ward

Guests: J. Webster, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of February 3, 2009:** D. Curtis asked for a motion to approve the minutes from February 3, 2009. P. Metcalf-Turner moved for approval. S. Parry seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple presented a curriculum proposal from the Chemistry program for the deletion of a minor in chemistry teacher education. A handout was distributed. After a short discussion, M. Temple moved for approval of the proposal. M. Munson-Dryer seconded the motion. Motion passed unanimously.
 - B. Student Concerns Committee:** L. Huempfner reported that the committee has begun gathering questions for a survey to be sent to graduating students. The survey will ask for feedback on their teacher education experience at ISU.
 - C. University Liaison and Faculty Concerns Committee:** M. Moore reminded members that the CTE Colloquium will be on March 26, 8:00 a.m. to 11:30 a.m., in Old Main. The committee will not print posters, but, instead, send an electronic flyer that can be sent to departments for distribution.
 - D. UTE Assessment (ad hoc):** L. Steffen reported that the committee has been reviewing data from student teaching and the literacy assessment.
- IV. Information Items:**
 - A. Performance Based Assessment Report:** L. Steffen gave an overview of the 2007-2008 Performance Based Assessment Annual Report. She informed members that a controlled website is available to them if they are interested in additional information. D. Curtis encouraged members to share the data with their colleagues.
 - B. Diversity Implementation Committee Update:** J. Bakken reported that the committee has developed a survey to send to undergraduate teacher education programs to learn what the departments are currently doing concerning diversity. The committee has also developed a similar survey for the graduate programs. The surveys should enable the committee to initiate conversations with programs on how they plan to meet the diversity requirement. He reported that A. Lyde has

compiled a document covering the of structure diverse field experiences. Among the items it includes are background, definition, and framework.

- C. Languages, Literatures, and Cultures Editorial Catalogue Change:** D. Curtis informed members that she was advised by J. Rosenthal that an editorial change is required in the catalogue for the Languages, Literatures, and Cultures program. In order to be accredited by ACTFL, the department must include language in the catalogue which states their major should meet the advanced low level on the oral proficiency exam. Discussion ensued on the difference between the ACTFL and ISBE requirements. D. Curtis will seek clarification at the next certification board meeting.

V. Discussion Items:

- A. Data Event:** D. Curtis led a discussion on the follow-up of the Levine event on data collection. Those members that attended the event thought it provided worthwhile information for program improvement and research.

VI. Action Items:

- A. Re-structure of University Liaison and Faculty Concerns Committee:** M. Moore distributed a handout describing the revised re-structure for the University Liaison and Faculty Concerns Committee. M. Moore moved to accept the re-structure of the committee. S. Parry seconded the motion. A short discussion followed. One change was recommended. Both M. Moore and S. Parry accepted the friendly amendment. Motion passed with no abstentions.

VII. Announcements and Last Comments:

- A.** D. Curtis announced that S. Parry had received the 2008-2009 Distinguished Service Award from the Illinois State University's Administrative/Professional Council.
- B.** J. Bakken announced the 10th Annual Taste of the Twin Cities will be held at the Interstate Center on March 7, from 6:00 p.m. to 9:00 p.m. Admission is \$30.00 per person, or a table of eight may be purchased for \$200.00. This is a fund raiser for the Occupational Development Center.
- C.** S. Rosenbaum announced that she has received her student teaching placement.
- D.** M. Moore announced the College of Education's Diversity Education Committee, UNITE, and SABE are presenting a poetry event, *School, Rhymes, & Life*, on March 25 at 7:00 p.m. The event is free and will be in Room 138 of Schroeder Hall. If anyone would like an electronic flyer to distribute, please contact her.
- E.** S. Naylor reported that a Milner search committee has completed interviews for a school media director. An announcement should be made soon.
- F.** K. Coats announced that the Fifth Annual Gryphon Lecture, sponsored by the Center for Children's Books at UIUC will be held at 6:30 p.m. in GSLIS 126. The title of the lecture is "What's So Funny about Children's Literature?"

- VIII Adjournment:** D. Curtis asked for a motion to adjourn the meeting. S. Zielinski moved for adjournment. S. Parry seconded the motion. D. Curtis adjourned the meeting at 4:10 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, April 7, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, W. Beckner, K. Coats, A. Coffman, M. Coleman, B. Conant, D. Curtis, P. Klass, M. Hagiwara, L. Huempfner, P. Metcalf-Turner, M. Munson-Dryer, S. Naylor, M. Noraian, J. Oram-Sterling, S. Parry, B. Rich, S. Rosenbaum, E. Spycher, M. Temple

Members Absent: G. Bailey, M. Moore, K. Mountjoy, J. Palmer, D. Ward, S Zielinski

Guests: J. Webster, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of March 3, 2009:** D. Curtis asked for a motion to approve the minutes from March 3, 2009. M. Temple moved for approval. S. Rosenbaum seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple announced that the committee will meet on April 14.
 - B. Student Concerns Committee:** L. Huempfner reported that the subcommittee has met with the COE website designer in an effort to make the site more student oriented. M. Munson-Dryer stated that the subcommittee is unclear on the scope of the committee's charge on how aggressively they should solicit student input.
 - C. University Liaison and Faculty Concerns Committee:** A. Coffman reported on the success of the Spring Colloquium. She also reported that the committee is now focused on incorporating the new subcommittee re-structures into the bylaws.
 - D. UTE Assessment (ad hoc):** L. Steffen reported that after reviewing data from student teaching, the committee was concerned about the academic ability and professional motivation of some teacher candidates. It is the committee's recommendation that the Council for Teacher Education consider a policy to set a limit of five (5) possible attempts that a teacher candidate may have to pass ITPS A and B. After a discussion, it was agreed to place this recommendation as an Action Item for the next CTE meeting. L. Steffen also reported that the committee has completed the revision of the Analysis for Inclusion and Multicultural/Diversity Assessment. The result is a two stage assessment consisting of two lesson plans. One plan would be for a classroom that includes students with cultural diversity and special needs. The other lesson plan would address cultural and special needs students. Discussion ensued. L. Steffen announced that the ISBE is discussing the possibility of limiting the number of attempts that teacher candidates may have to pass the state required tests. A short discussion followed focusing on changing minimum requirements.

IV. Information Items:

A. University Wide Teacher Education Consolidated Annual Report:

D. Curtis discussed the Consolidated Annual Report which was presented at the Academic Affairs Budget presentation in March. After viewing a power point presentation, members discussed ideas on how to add more CTE member input to the report. D. Curtis and M. Munson-Dryer will work together to organize the suggestions and goals and bring a report to the committee.

V. Discussion Items:

A. Firm Deadlines for Admission to Student Teaching: L. Steffen reported that not all teacher education programs adhere to the requirement that students must fulfill student teaching requirements at least one semester prior to student teaching. This causes problems with school partners, inequitable treatment of students, and additional work for the student teaching coordinators. Discussion ensued. Members agreed that a firm deadline should be implemented. This recommendation will appear as an Action Item on the next CTE agenda. A handout was distributed.

VI. Action Items: None

VII. Announcements and Last Comments:

- A.** D. Curtis announced that the IACTE spring conference will be held at SIU Edwardsville on May 18 and 19. The focus will be Response to Intervention (RTI.) If anyone is interested in attending, they should contact J. Carlton in the Dean's Office.
- B.** S. Parry announced that James Payne has been appointed as the Interim Dean of the College of Arts and Sciences.
- C.** S. Rosenbaum thanked the committee for her experience serving as a member of the Council. She will begin her clinical observations mid-April.
- D.** T. Klass announced that there are still open slots if anyone is interested in attending the workshop on Sheltered Instructional Observation Protocol.
- E.** M. Coleman announced that Science and Technology Week begins next week. F. Mainella will speak at 7:30 p.m. on April 14 in Old Main. Her topic is "No Child Left Inside."

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Parry moved for adjournment. S. Rosenbaum seconded the motion. D. Curtis adjourned the meeting at 4:35 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, April 21, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: G. Bailey, J. Bakken, W. Beckner, A. Coffman, M. Coleman, D. Curtis, P. Metcalf-Turner, K. Mountjoy, M. Munson-Dryer, S. Naylor, J. Oram-Sterling, S. Parry, B. Rich, E. Spycher, M. Temple, D. Ward, S. Zielinski

Members Absent: K. Coats, B. Conant, M. Hagiwara, L. Huempfer, P. Klass, M. Moore, M. Noraian, J. Palmer, S. Rosenbaum

Guests: J. Webster, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of April 7, 2009:** D. Curtis asked for a motion to approve the minutes from April 7, 2009. S. Parry moved for approval. B. Rich seconded the motion. Minutes were approved with no abstentions.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** M. Temple reported that the committee approved the following thirteen curriculum proposals: Agriculture, change in requirements for sequence and revision of AGR 231; Languages, Literatures and Cultures, change in requirements for a minor in French Teacher Education, change in requirements for a major in French Teacher Education, change in requirements for a major in German Teacher Education, deletion of LAN 221.12 and 222.12, change in requirements for sequence in Spanish Teacher Education, change in requirements for major in Spanish Teacher Education, addition of new course LAN 223.12, and other program revisions; Biological Sciences, change in requirements for sequence in Biological Science Teacher Education; and Kinesiology and Recreation, revision of KNR 221, and addition of new course KNR 364. A handout was distributed.
 - B. Student Concerns Committee:** S. Naylor reported that the subcommittee is continuing to explore using the website as a tool to communicate with students. D. Curtis met with the committee to discuss the role of the committee.
 - C. University Liaison and Faculty Concerns Committee:** No report.
 - D. UTE Assessment (ad hoc):** L. Steffen presented a proposal for a new performance assessment. It is the Instructional Analysis for Inclusion of all Students, Stage I and Stage II. Stage I is a formative assessment that requires students to write a lesson plan for a hypothetical diverse classroom (one that includes students with special needs and students from diverse cultural backgrounds) for a real school that has been assigned by the instructor. Stage II will require students to not only develop a lesson for a real classroom that meets the unit diversity definition, but to implement the lesson. This new assessment will replace the current Instructional Analysis for Inclusion of Students with Exceptionalities and the Multicultural/Diversity Assessment. This proposal has also been shared with teacher education faculty and program coordinators.

L. Steffen also reported that the committee is discussing completing and submitting blue documentation forms online. The committee hopes to have a pilot program ready for this fall.

IV. Information Items:

A. NCATE Restructuring Update: M. Munson-Dryer explained the current NCATE restructuring. It consists of four primary goals:

1. Excellence
2. Inclusivity
3. Collegiality
4. Cost-effectiveness

The restructure will result in two options for undergoing an NCATE review. They are the Continuous Improvement option and the Transformation Initiative option.

V. Discussion Items:

A. Bylaws Discussion: A. Coffman briefly reviewed the proposed incorporation of the restructured subcommittees into the bylaws. Members agreed that the proposal should be sent to them electronically so that they may be reviewed. Suggested edits should be emailed to M. Moore no later than the close of business Tuesday, April 28. M. Moore will send the final edited version to members by Friday, May 1, for review so that it may appear as an Action Item at the May 5 CTE meeting.

B. Framework for Ensuring Diverse Field Experiences Communication:

J. Bakken distributed a proposed document to be used by programs as a guideline for ensuring that teacher candidates have clinical experiences with diverse learners. Discussion ensued. Members agreed that the proposal will be an Action Item at the May 5th CTE meeting. Implementation of the document will be Fall 2009.

VI. Action Items:

A. Limiting the Number of Attempts to Pass ITPS A and ITPS B: L. Steffen reviewed the proposal. A short discussion ensued. E. Spycher expressed a concern regarding limiting English Language Learners to five attempts. D. Curtis reminded members that candidates have the option of an appeal to the Teacher Education Review Board if they are stopped during their progression through the program. Members agreed to place this as an Action Item for the May 5 CTE meeting.

B. Firm Deadlines for Admission to Student Teaching: L. Steffen reviewed the proposal. Discussion followed focusing on the importance of programs not making exceptions. D. Curtis asked for a motion to approve the proposal of establishing firm deadlines for admission to student teaching with the implementation date of July 15, 2009 for Fall 2009 student teachers and December 15, 2009 for Spring 2010 student teachers. S. Zielinski moved to approve the proposal. J. Bakken seconded the motion. Motion passed with no abstentions.

VII. Announcements and Last Comments:

A. M. Coleman announced that the KNR program has a Bone Scholar.

- B.** S. Zielenski announced that *Julius Caesar* is currently running in the Westhoff Theatre. Also, the spring dance concert will be held during the last week of the semester.
- C.** M. Temple announced that the Health Sciences program also has a Bone Scholar.
- D.** G. Bailey announced that a third faculty member has been hired for the business teacher education program.
- E.** P. Metcalf-Turner announced that the C & I department has hired five new faculty members. Also, the C & I Masters Program is sponsoring a Research Symposium on April 27 from 5:30 p.m. to 8:00 p.m. in the Bone Student Center Prairie Room.
- F.** D. Ward announced that Milner Library has hired a new Director of the Post Baccalaureate Certificate Program in School Librarianship.
- G.** L. Steffen announced that the fall student teaching data is now available on the closed website.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. J. Bakken moved for adjournment. G. Bailey seconded the motion. D. Curtis adjourned the meeting at 4:30 p.m.

Respectfully submitted,
S. Zielinski
jab

**Illinois State University
Council for Teacher Education
Tuesday, May 5, 2009 -- 3:00 p.m.- 4:30 p.m.
DeGarmo Hall, Room 551**

Minutes

Members Present: J. Bakken, W. Beckner, K. Coats, M. Coleman, D. Curtis, M. Hagiwara, L. Huempfner, P. Klass, P. Metcalf-Turner, M. Moore, M. Munson-Dryer, S. Naylor, J. Oram-Sterling, J. Palmer, S. Parry, B. Rich, E. Spycher, M. Temple, S. Zielinski

Members Absent: G. Bailey, A. Coffman, B. Conant, K. Mountjoy, M. Noraian, D. Ward

Guests: J. Webster, L. Steffen

- I. Call to Order:** D. Curtis called the meeting to order at 3:00 p.m.
- II. Approval of Minutes of April 21, 2009:** D. Curtis asked for a motion to approve the minutes from April 21, 2009. M. Temple moved for approval. P. Klass seconded the motion. Minutes were approved with one abstention.
- III. Subcommittee Reports:**
 - A. Curriculum Committee:** No report
 - B. Student Concerns Committee:** S. Naylor reported that this summer A. Tuttle will be working on a new web design for the Council.
 - C. University Liaison and Faculty Concerns Committee:** No report.
 - D. UTE Assessment (ad hoc):** L. Steffen asked members to contact her if anyone is interested in serving on the subcommittee.
- IV. Information Items:**
 - A. Safety Module:** M. Temple briefly explained the background for the state mandated Safety Module requirement. The module is based on state designated topics and will be a Gateway 1 (one) requirement. C. Corso of AIS demonstrated the module. J. Bakken moved to approve that beginning August 15, 2009, the blood borne pathogen requirement for admission to professional studies will be replaced by the safety module for teacher education majors. S. Parry seconded the motion. Motion passed with one abstention. Discussion followed focusing on the possibility of other institutions using the module and a possible site license. D. Curtis will gather additional information concerning a copyright and the distribution of the safety module.
- V. Discussion Items:** None
- VI. Action Items:**
 - A. Limiting the Number of Attempts to Pass ITPS A and ITPS B:** L. Steffen distributed a handout on statistics of student attempts to pass ITPS A and ITPS B. Discussion ensued. L. Huempfner moved to approve that beginning August 15, 2009, teacher education students will be limited to 10 (ten) attempts to pass each ITPS A and ITPS B. S. Parry seconded the motion. Motion passed with one dissenting vote and one abstention.

- B. Framework for Ensuring Diverse Field Experiences:** J. Bakken briefly reviewed the proposal. M. Temple moved to approve the Framework for Ensuring Diverse Field Experiences. B. Rich seconded the motion. Motion passed unanimously.
- C. Bylaws Restructure:** After a short discussion, M. Munson-Dryer moved to approve the revised bylaws pending the minor edits that were discussed. P. Metcalf-Turner seconded the motion. Motion passed unanimously.
- D. Instructional Analysis for Inclusion of all Students:** L. Steffen briefly reviewed the two stage performance assessment. B. Rich moved to approve the Instructional Analysis for Inclusion of all Students effective January 1, 2010. L. Huempfnr seconded the motion. Motion passed unanimously. The assessment will replace the current Instructional Analysis for Inclusion of Students with Exceptionalities and the Multicultural Diversity assessments.

VII. Announcements and Last Comments:

- A.** D. Curtis announced that there are three Bone Scholars in the teacher education program. She also thanked everyone for a productive year.
- B.** S. Parry announced that *Urinetown* is currently playing at the Community Players Theatre.
- C.** L. Huempfnr thanked the committee for the opportunity to serve on the council.
- D.** M. Hagiwara announced that she will be graduating on Saturday and returning to Japan. She also stated that she has enjoyed serving on the council and attending Illinois State University.
- E.** S. Zielinski reminded members of the Shakespeare Festival this summer and encouraged them to attend.
- F.** W. Beckner stated he enjoyed serving on the council.
- G.** J. Oram-Sterling stated that serving on the council had been a learning experience and one that she enjoyed.
- H.** P. Klass thanked the members whose terms have expired for their service as members of the Council.
- I.** P. Metcalf-Turner announced that E. Spycher is retiring and thanked her for her service.

VIII Adjournment: D. Curtis asked for a motion to adjourn the meeting. S. Parry moved for adjournment. M. Munson-Dryer seconded the motion. D. Curtis adjourned the meeting at 4:30 p.m.

Respectfully submitted,
S. Zielinski
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