

**MINUTES
EXECUTIVE BOARD
Black Hall, Room 228-7
October 17, 2011**

1. **ATTENDING:** Connie Lambert (CEPS), Jim DePaepe (OREA), Kirk Johnson (COTS), Paul Farris (Superintendent), Marji Morgan (CAH)
2. **MEETING CONVENED:** 9:01 am
3. **CHANGES TO AGENDA:** The agenda was approved as is.
4. **APPROVAL OF MINUTES:** The October 3, 2011 minutes were approved as is.
5. **Updates:**
 - **Morgan Middle School**
 - The meeting went very well, starting with a brief history of the situation. The original plan was to remodel the old high school for the middle school students and build a new high school.
 - They opened the floor to questions and comment, and then adjourned to round table discussions with community members who compiled notes. The focus wasn't so much on rerunning the bond as it was vacating Morgan.
 - At this time the board is not sure how they will proceed with moving the students out of Morgan, but there should be a plan in place within 6-8 months.
 - Paul also met with President Gaudino, a member of the Board of Trustees, and Sid Morrison to discuss a relationship between the School District and CWU. The main focus was to ask for help in lobbying for a 50 percent bond passing, rather than a 60 percent. They also discussed the possibility of an all-day kindergarten, as well as a school here on campus.
 - A comment was made that there was a discussion about building Professional Development School K-3 in the free parking lot several years ago, as well as various discussions on and off for the past 12 years.
 - A suggestion was made to Paul that he meet with Katrina Whitney and Ginni Erion to discuss the possibility of tying a school to the Early Childhood Learning Center. Paul will call them and set up a meeting.
 - There are currently three buildings in the queue right now, but we can always get our proposal onto the list. Bill Vertrees will be able to tell us what buildings are currently available.
 - **NCTQ**
 - Sharon Robinson, the President of AACTE, sent a letter regarding NCTQ. The letter states that NCTQ is hiring students on campuses to gather information for them, including at institutions that have chosen not to participate. These are not just education students; they are hiring students from any program and charging them with data collection.
 - The AACTE letter also stated that although several institutions have billed NCTQ for their time and materials, NCTQ has yet to reimburse any of them.
 - Later, the same afternoon, Connie received an email from Toni Burvee in Grant and Contracts. The email stated that there was an issue with syllabi provided to NCTQ. They are requesting a syllabus for every section of every course. They also referred to the syllabi provided as departmental syllabi rather than course. Last August after we received the Freedom of Information Act Request from NCTQ we worked hard to

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get a website up to house the information that they requested. We were so quick with our response that we were the first institution in the nation to get our information to them.

- We will be sending them one for each course, and not every section. We have one assessment system so our sections are alike. There may be different readings or textbooks, but there is commonality. We have 32 programs, 10-12 courses in each, and 3-4 sections in each course; we can't ask our faculty for that.
 - This email was received on Wednesday and NCTQ has only given us until next Wednesday to send the information, one week is a very small amount of time to gather everything they have requested.
- **TPA**
 - The TPA pilot is moving along. Full implementation of the TPA will start in January 2013.
 - **Curriculum Assessments and Outcomes**
 - Mark Oursland and Kirk Mathias are working on these. Tabled until the next meeting.
 - **Alternative Pathway to Certification**
 - It was clarified that this is not a master's degree, nor is there a degree attached to this. Candidates need to have a degree in an educational or related field to apply for the program. School Districts will identify candidates within their community, in high need areas, and recommend them for the program.

6. New Business

- **PEP vs TPP**
 - There has been a significant amount of overlap over the years between the Teacher Preparation Program and the Professional Education Program. There is a lot of confusion for both students and faculty regarding the difference between the two programs. There have been some problems with both departments advising for each other's programs. It recently became an issue and Connie met individually with each departments. There is now be a clear separation between duties and responsibilities of the two offices.
 - Connie also ordered comment boxes for each of the offices. These boxes will be kept locked, and Connie is the only person with a key. This will help to gather data for our state review, as well as show trends that we may be able to change. It is easier to work with problems if we have evidence.
 - A proposal was presented to and approved by the CTL Advisory Council to change the name of the Teacher Preparation Program to the Teacher Certification Office.
 - Crystal developed a document that shows the differences between the two offices.
 - The Teacher Preparation Program (TPP) is an administrative office, whereas the Professional Education Program (PEP) is housed within an academic department.
 - The TPP is bound by the WACs, whereas the PEP is bound by CWU (Faculty Senate).
 - The TPP does not provide any courses, whereas the PEP offers courses.

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- There is an admittance process to get into the TPP.
 - Students must be fully admitted into the TPP to be admitted to the PEP.
- Linda Mahaney is also working on getting the Certification Office a bulletin board and signage.
- It was clarified that there are no prerequisites for Teacher Certification. The prerequisites for the PEP are not tied to Teacher Certification Admittance.
- **Program Coordinator Meetings**
 - Our Institutional Report has to be submitted next Fall, so we would like to have it completed over the summer.
 - Connie and Jim will be meeting with the program coordinators twice a month to look at the data we have, and the data we need to collect.
 - Jim and Connie are currently participating in an offsite review of another institution so they will be able to provide feedback regarding the new process. This will be the same timeline that we will follow. Our Institutional Report will be submitted in the fall, we will receive feedback and additional data requests, then the site visit will be in the spring where the onsite team will simply be meeting with the various groups. This is a much nicer process.

7. ADJOURNED: Meeting was adjourned at 10:08 am