

MEETING MINUTES  
1 October 2003  
Advisory Council  
Black Hall 228-19

**Members Present:** Jim DePaepe, Connie Lambert, Karen Blair, Phil Tolin, Rosco Tolman, and Martha Kurtz.

1. **MEETING CONVENED:** 3:15
2. **CHANGES TO AGENDA:** None
3. **APPROVAL OF MINUTES:** 14 May minutes approved with correction of members present.
4. **EXECUTIVE BOARD REPORTS:**
  - Assessment Committee: The committee is gravitating toward a NCATE coordination committee. The primary members are Jim DePaepe and Connie Lambert with the addition of two new tech faculties, Ian Loverro and Marwin Britto. Jim and Connie are working on developing an Assessment Plan for Teacher Preparation (attachment #1). Jim and Connie have introduced electronic portfolios into the education department. The company that the university is using is LIVE TEXT. There has been two faculty-training sessions and Ian and Marwin are providing training as requested.
  - Professional Education Advisory Boards (Connie Lambert): The first meeting of this year will be 2 October. The agenda will be similar to the CTL Advisory Committee of today. There is a new WAC that states the PEAB for Teachers needs to do the review of the Pedagogy Assessment.
  - Diversity Committee: No meeting to date.
  - Candidate Scholarship Committee (Judi Robinette): The committee made six awards for the 2003-2004 year. One for the Catherine Hall Moe Scholarship, four for the Charles W. Wright Memorial Scholarship and one for the Berg-Albrecht Scholarship. The Moe and Wright are tuition and books and the Berg, is a \$5000.00 award.
  - Faculty Development and Scholarship Committee (FDSC): The committee has reviewed "faculty qualifications". The three Deans have asked that the FD & S Committee review the merit/tenure promotion criteria, using the NCATE Standard. At this time there has been no decision made to change the charge of this committee.
5. **ADVISORY COUNCIL REPORTS:**
  - Candidate Admissions, Recruitment, and Retention Committee (Chair, Connie Lambert): No meeting to date.
  - UPC P-12 Committee (Chair, David Shorr): David Shorr is preparing for the Advisory Council review/approval a change to the Special Education Minor with the addition of EDCS433.
  - Graduate Program Committee (Chair, Phil Diaz): No meeting to date.
  - UPC Middle and High School Committee (Chair, Karen Blair): No meeting to date.
  - P-12 School Based Services Committee (P-12 SBSC) (Chair, Osman Alawiye) No meeting to date.
5. **NEW BUSINESS:**
  - Charlene Kauzlarich, Teacher Certification Program Support Supervisor, gave update of the Registration Requirements for Professional Ed Core (attachment #2) and the Teacher Preparation Programs (attachment #3) and an overview of the new website. There was discussion regarding the change in the minor endorsements and the committee would like further discussion of this topic at the next meeting.

**7. OLD BUSINESS:**

- Jim presented the final revision of the CTL Policy Manual (attachment #4) and reviewed approval to forward to the President's Cabinet. It was noted that the manual would continue to be updated as needed.

**8. ADJOURNMENT: 4:45**