

CTL Advisory Council Minutes  
10 November 2004  
Black Hall 228-19

**MEMBERS PRESENT:** Jim DePaepe, Don Woodcock, Connie Lambert, David Shorr, Shari Stoddard, Michael Chinn, Don Black, Bruce Palmquist, Bobby Cummings, Marwin Britto, and Phil Tolin

**MEMBER ABSENT:** Robert Sorrells

**1. CONVENE MEETING:** 3:15

**2. CHANGES TO AGENDA:** None

**3. APPROVAL OF MINUTES:** 2 June and 27 October 2004

**4. EXECUTIVE BOARD REPORTS:** (Jim DePaepe)

- Assessment Committee met November 9 and reviewed the updated Assessment System and approved the additions. They discussed what the committee will work on during this year's meetings. The CTL Advisory Council then reviewed the Assessment System's additions and also approved them.
- Professional Education Advisory Boards (Connie Lambert) The next meeting will be in December. One of the charges for the PEAB is to review the Field Experience Contracts. David, Don and Connie are reviewing them and will work with the PEAB to update all contracts.
- Diversity and Equity Committee (Don Woodcock) The committee met and recommended that additional faculty representatives be added to the committee. Their recommendation for representation was four from Education, two from COTS and one from admission. After council discussion they approved additional representation as follows: one CEPS/outside of DOE, one COTS, and one CEPS/DOE.
- Candidate Scholarship Committee (Judi Robinette) No report.
- Faculty Development and Scholarship Committee No report.

**5. ADVISORY COUNCIL REPORTS:**

- Candidate Admissions, Recruitment, and Retention Committee (Chair, Connie Lambert) The committee met and reviewed records of 12 students requesting full admission into the TEP program. Out of the 12 student 11 were approved and 1 denied. Jim made a recommendation that the committee establish a policy for the WEST B test results and admission to the TEP program. Jim then stated that once the Assessment System is in place there maybe enough legal evidence in place to counsel a student out of the program which will help with the issue of how do you remove a student from the program and be legally safe.
- Undergraduate Curriculum Committee (Co-Chair's David Shorr and Bruce Palmquist) David presented the EDBL432 Add and EDEC415 Remove program change. After David's presentation and discussion the committee voted to approve the change. (attachment #1)
- Graduate Programs Committee (Chair Robert Sorrells) No report.
- P-12 School Based Services Committee (Chair, Don Black) Don made a request to the Dean that he not be chair and the Dean approved. David requested that he meet with Don to discuss this and will make a report at the next meeting.

- Educational Technology Advisory Committee (ETAC) (Marwin Britto) Marwin stated that the new 141 Black Hall CTL Computer Lab is up and running and to date about two dozen CTL Faculty have used the lab. There are 17 PC's from CWU funding and a new Smart Board donated by INTEL. INTEL provided a 32 hour workshop for Pre Service Faculty with great success. Bobby Cummings attended the workshop and was impressed with the curriculum and will Co-Host with Marwin and INTEL a workshop next summer for In-Service Teachers. The Center now has a new faculty member in the Ed Tech Library and is a Library Media Specialist. They are in the process of working on a Library Media Endorsement Program review.

**6. NEW BUSINESS:**

- David would like a 2<sup>nd</sup> Dept of Ed representative for the Advisory Council but decided to table the discussion until he reviewed the new 2004-2005 Governance.
- Connie stated that there are students having problems with passing the WEST B, many with disabilities and have documentation showing what they have done to improve their test scores. Ester Baker at the Professional Educators Standard Board is collecting data from institutions that support what students have done to pass the test with hopes that the PESB can make a policy for students with disabilities that cannot pass a portion of the test that directly reflects their disability. The CARR Committee will make a recommendation on the student's status.
- Jim announced that with PT3 Grant money he is getting an order together with DELL Computers for PCs, scanners and camera to support each department with e-portfolio development.

**7. OLD BUSINESS:**

- The CTL Policy Manual is an annual project for review and updating. It has been updated with the exception of the portion on Student Teaching Supervision and the P-12 Committee will review this portion and will make their recommendations.
- The 2004-2005 CTL Governance has been updated and reviewed by the CTL Executive Board and approved (attachment #2).
- Jim stated that the CTL Executive Board requested that the CTL Advisory Council review again the Diversity and Equity Report and adopt the report as the CTL Diversity and Equity Plan. After council discussion they voted and approve the report as the plan. Jim recognized all the hard work the Diversity Committee did to produce such an outstanding report that is now the CTL Diversity and Equity Plan.

**8. ADJOURNMENT:**