

CENTRAL WASHINGTON UNIVERSITY
THE CENTER FOR TEACHING AND LEARNING
ADVISORY COUNCIL
MINUTES
October 4, 2006

ATTENDING: Marwin Britto, Michael Chinn, Bobby Cummings, Kirk Johnson, Martha Kurtz, Connie Lambert, Rexton Lynn, Steve Schmitz, Shari Stoddard, Crystal Weddington, Don Woodcock

GUEST: Joyce Garrett

MEETING CONVENED: The meeting was called to order at 3:15 PM.

CHANGES TO AGENDA: None

APPROVAL OF MINUTES:

The minutes for the May 31, 2006 meeting were approved as submitted.

EXECUTIVE BOARD REPORTS:

Assessment Committee: (Candidate Data Report)

The Assessment Committee will not be meeting this year as their charge is currently covered by the ad hoc NCATE Task Force.

Professional Education Advisory Boards: (Connie Lambert)

There are four Teacher Preparation PEAB meetings scheduled for the 2006-2007 Academic Year. The dates are: October 6, 2006; December 1, 2006; March 2, 2007; June 8, 2007.

Candidate Scholarship Committee: (Barbara Sisko)

All scholarships for 2006-2007 were awarded in the spring. The Curriculum Committee will not meet until at least April, 2007.

Faculty Development and Scholarship Committee: (Connie Lambert)

The makeup and charge of the Faculty Development and Scholarship Committee needs to be reviewed based on the responsibilities of the Faculty Senate and the Office of Faculty Affairs.

ADVISORY COUNCIL REPORTS:

Candidate Admissions, Recruitment, and Retention Committee: (Chair, Connie Lambert)

The first meeting will be October 27, 2006.

Undergraduate Curriculum Committee: (Co-Chair's Steve Schmitz and Shari Stoddard)

No report.

Graduate Programs Committee: (Chair)

No report.

P-12 School Based Services Committee: (Chair, Rexton Lynn)

Meetings for this year will be set at a later date.

Educational Technology Advisory Committee: (Chair, Marwin Britto)

A listing of faculty workshops to be offered each Friday fall quarter was distributed.

The topic for the first one held September 29 was LiveText. A workshop on uploading documents to the S-Drive and completing the online Vita form will be added to the list. If you need a workshop on LiveText for days other than Friday, please contact Marwin to make arrangements.

There will now to be designated students at the centers to assist with LiveText and other Educational Technology questions. These students will be paid from Margaret Badgely's budget as the Assistant to the Provost for University Centers.

New members of the ETAC are graduate student Sally Wong and ITAM adjunct Chuck Wahl. The National Education Technology standards survey is to come.

Diversity and Equity Committee: (Don Woodcock)

The full committee has not met yet this year. All the members were involved with diversity related activities this summer.

NEW BUSINESS:

CTL Governance:

The policy manual is being updated and the makeup of committees verified. Names were suggested for several committee vacancies and Connie Lambert will contact the individuals.

NCATE Board of Examiners Update (copy of page 3 provided)

The NCATE Board of Examiners Update for Fall 2006 states that the minimum amount of data required for site visits through Spring 2008 is at least one year for Standard 1 and other standards as appropriate. Tables with NCATE's expectations can be found at: <http://www.ncate.org/documents/accreditation/AmountDataRequired.pdf>.

NCATE at CWU (handout provided)

▪ Website

The CWU NCATE website can be accessed through the CEPS website by clicking on the NCATE at CWU link in the middle of the page. Work is progressing on developing the outline and creating links to documents.

Joyce Garrett gave an overview of the outline of the website. The goal is that three Clicks will take you to the desired page within the site. The Conceptual Framework and Standard I are fully developed. Indices for all six standards are now established and we are determining where to link data already submitted.

▪ Syllabi

Syllabi that include reference to the Conceptual Framework, program standards, and assessments are to be uploaded to the S-Drive. The directory is: Shared_data on 'Athena' (S:)/CEPS_NCATE/dropbox. Required syllabi are:

Education – all

Other – pedagogy

Representative for course with multiple instructors

All must acknowledge, agree, and be familiar with the syllabus submitted.

They must also be able to discuss with BOE.

Deadline – December 1, 2006

- Vita

The form for submitting vita is available online at <http://www.cwu.edu/~websolutions/ncate/>.

Questions were raised regarding the submission of the vita and we will get answers from Terry Covey before the next meeting.

Where does the vita go?

Can we have a preview button?

Can one person enter multiple vitae for a department?

Deadline for submitting the vita is not set, but they should be in as soon as possible. The faculty that need to submit a vita are the ones teaching the courses for which syllabi are being submitted.

- Student Advising Information

Documentation needed for Standard VI includes program student advising forms. Samples from individual programs should be forwarded to Henry Williams, williamh@cwu.edu.

- Program Handbooks

Handbooks that include policies, course of study forms, evaluations, etc. should be uploaded to the S-Drive in the same manner as syllabi.

- P-12 Research

If you had any collaboration with PK-12 schools, please upload the abstract or manuscript to the S-Drive. This includes research with public schools, grants, articles, and presentations. Documentation from departmental annual reports could be used if an abstract or manuscript is not available. There is no need to duplicate information from your vita.

- Matrices

The deadline for submitting matrices is October 31, 2006. Check with Barbara Sisko to see if you have already submitted a matrix.

- Data

Portfolios, aggregated data, and program minutes need to be available to show electronic program data is being utilized for program decisions.

- Meetings

The schedule for Advisory Council meetings for the 2006-2007 Academic Year has been set. They will be held on Wednesdays in Black Hall 228-19 at 3:15 PM.

Fall Quarter:

October 4th, 18th

November 1st, 15th and 29th

Winter Quarter:

January 10th and 24th

February 7th and 21st

March 7th

Spring Quarter:

April 4th and 18th

May 2nd

Friday Fest May 11th, CTL is one of the hosts

- General Comments from Joyce Garrett

The indices for the standards are almost complete and ready for linking. We have two student web designers at this time to accomplish this. Faculty are very receptive and have a positive attitude about the whole process and data is being submitted. We are on track for the May accreditation visit and will have spreadsheets developed to monitor where we are by faculty member and by program. LiveText must be set up with standards alignments.

- **S-Drive Dropbox Instructions (handout provided)**

The only ways data can be put in the dropbox are either to upload through the Wildcat Connection or drag and drop. Please follow the instructions and have the dropbox folder open.

OLD BUSINESS: None

ADJOURNMENT: Meeting was adjourned at 4:45 PM.

NEXT MEETING: October 18, 2006.