

CENTRAL WASHINGTON UNIVERSITY
THE CENTER FOR TEACHING AND LEARNING
ADVISORY COUNCIL
MINUTES
November 15, 2006

ATTENDING: Marwin Britto, Megan Fox, 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 3:20 PM.

CHANGES TO AGENDA: None

APPROVAL OF MINUTES: The minutes for the November 1, 2006 meeting were approved as submitted.

EXECUTIVE BOARD REPORTS:

Assessment Committee: (NCATE Task Force; Connie Lambert)

Praxis II reports for each program were distributed at the NCATE Task Force meeting on November 14, 2006.

A Conceptual Framework PowerPoint presentation prepared by Joyce Garrett is now available at the CTL website.

- Use in classes for understanding of the Conceptual Framework.
- Provide evidence for NCATE that courses are founded in the Conceptual Framework
- Students should be able to discuss the Conceptual Framework at any time

The logistics of distribution of Conceptual Framework brochures to public schools needs to be developed.

Professional Education Advisory Boards: (Connie Lambert)

The next meeting will be Friday, December 1, 2006.

Candidate Scholarship Committee: (Barbara Sisko)

We recently learned of a \$2,500 scholarship that was created last year for a one time award. Since the award needs to be processed in the same manner as all other CTL scholarships it will be awarded next spring.

Faculty Development and Scholarship Committee: (Chair, Steve Schmitz)

Steve Schmitz has asked Shari Stoddard to help with the committee charge.

ADVISORY COUNCIL REPORTS:

Candidate Admissions, Recruitment, and Retention Committee: (Chair, Connie Lambert) No report.

Undergraduate Curriculum Committee: (Co-Chair's, Steve Schmitz and Shari Stoddard) No report. Rexton Lynn asked about procedures for changes to the Field Supervisor Handbook. It was determined that it should go to the Department of Education Curriculum Committee. If it is deemed that the changes would affect CTL policies, then it would need to be presented to the Advisory Council.

Graduate Programs Committee: (Chair, Rob Brammer) No report.

Educational Technology Advisory Committee: (Chair, Marwin Britto)

Two new classes will be offered each of the next two Fridays. (get names from Marwin)
Even though the Vita/syllabi classes had been requested by CTL faculty, they were not very well attended.

ISTE standards will be utilized in developing a technology plan to address professional development for faculty and students.

Diversity and Equity Committee: (Co-Chair, Don Woodcock)

A meeting is scheduled for November 17, 2006.

P-12 School Based Services Committee: (Chair, Rexton Lynn)**Application for Student Teaching Deadlines:**

Rexton Lynn proposed a change to the deadlines for applying for Student Teaching as follows: end of final week of September for spring placements, end of final week of January for fall placements and end of final week of March for winter placements. The rationale for earlier deadlines includes:

1. CWU would be more competitive as we seek placements for students. Having student teaching applications earlier will give us additional time to work with districts to identify placements that are major/minor appropriate for students.
2. The students will have the opportunity to be notified of placements at an earlier date, thereby allowing them more time to identify housing and/or transportation options in the area(s) where they will student teach. In the past, the Office of Field Experiences has told students that housing and transportation is the responsibility of the student, but giving students very little time to find housing or transportation has added to frustration and anxiety for all parties. An earlier deadline will help alleviate some of this anxiety because students would find out at an earlier date where their placements would be.
3. The certification office will have more time to determine if eligibility requirements have been met. (Have the students attained GPA requirements? Have all prerequisite courses been met? Etc.)
4. We would be able to place students in districts that may have deadlines of their own. (For example, a couple of districts require a 90-day notice/request of placement. They will not place a student within the 90-day window preceding a requested placement. Earlier student teaching application deadlines will help us remain competitive within these districts and to maintain good relationships with them by sending applications within district parameters.

The ensuing discussion brought out the following considerations:

1. Contracts with school districts are not exclusive to geographic area.
2. The impact of students withdrawing or being pulled just prior to student teaching would be lessened.
3. Content area portfolios are complete before Student Teaching, not before applying for Student Teaching.
4. CWU pays the lowest stipend in the state.
5. The Certification Office supports this proposal.
6. Practices versus policies would be cleared up.
7. Exceptions would be fair and consistent.
8. The WEST-E requirement stays the same.
9. Dates rather than a week should be established and a policy for weekend dates set

Martha Kurtz moved and Steve Schmitz seconded the motion to accept deadlines to apply for student teaching as October 1 for Spring Quarter, February 1 for Fall Quarter, and April 1 for

Winter Quarter. If those dates fall on a weekend, the applications would be due the Monday thereafter. This would be effective for Fall Quarter 2007 student teaching applications. Connie Lambert will take the proposal to the Executive Board at their next meeting.

Fingerprint Clearance Policy Dissemination:

Currently, the university catalog states, "Fingerprint clearance from both the Washington State Patrol and the FBI must be on file in the office of the associate dean of the college of education and professional studies (CEPS) prior to applying for student teaching." (2006, p. 86)

Fingerprint clearance can take 3-6 months, maybe longer, depending on the student responses to questions. All departments with majors seeking certification should suggest to students to get their fingerprints done early. While the Department of Education posts notices in Black Hall, not all students are on campus, i.e. students at the Centers, and there should be some concerted effort through CTL to make these announcements frequently. A ListServ could be utilized for communication with students, centers, and content areas methods instructors.

Student Teaching GPA Requirements:

Currently, students must have a 3.0 GPA for the last 45 graded quarter credits prior to applying to student teach. Rexton Lynn proposed that CTL expand on this statement and require that students maintain the 3.0 GPA for each quarter between applying to student teach and beginning the experience. In addition CTL should develop a strategy to disseminate this requirement to all university departments and programs enrolling students seeking to student teach and to become certified.

This would be consistent with the current policy, but expand the statement to emphasize maintenance of the 3.0 GPA. The rolling 3.0 GPA would apply to application for student teaching, student teaching, and certification.

NEW BUSINESS:

Praxis II (WEST-E) Institutional Summary Report:

The Praxis II (WEST-E) Institutional Summary report was distributed. Points discussed were:

- The results were an eye opener for low programs and one program has already implemented changes.
- NCATE and State are looking for scores at 80% and above.
- How do we get input on the exam?
- What is the theory behind the exam?

CTL Policy Manual:

The working copy of the updated Policy Manual will be put on the I-Drive. Members of the Advisory Council will be sent an email with a link to the document for review.

For the accreditation visit in May the State wants all syllabi for all content areas

OLD BUSINESS: None

ADJOURNMENT: Meeting was adjourned at 5:00 PM.

NEXT MEETING: November 29, 2006.