

MEETING MINUTES  
11 April 2005  
Executive Board  
Black Hall 228-19

**Members Present:** Rebecca Bowers, Chair; Liahna Armstrong, Meghan Miller, Jim DePaepe, Ginni Erion (public school superintendent)

1. **MEETING CONVENED:** 9:00 AM
2. **CHANGES TO AGENDA:** Add report on school counseling
3. **APPROVAL OF MINUTES:** 24January and February 28 minutes approved as written.
4. **Reports:**

Jim presented Assessment committee report:

  - 1) E-portfolio progress using a survey and subsequent spreadsheet. Discussion followed concerning spreadsheet accuracy, and then evolved into what needs to be accomplished to get faculty to respond to the survey and equally as important to continue progressing with e-portfolio implementation. Jim reported that the survey information collected so far suggests we will not have a complete year's worth of data by Spring 2006. If we have an NCATE visit Spring, 2006 we will be placed on probation or accredited with conditions, each of which would require a focused visit in two years. Rebecca suggested inviting the Provost to the next meeting to discuss options. Rebecca also suggested pursuing the offer of the Board of Trustees to write a resolution and perhaps negotiating the necessity for e-portfolio (accreditation work in general) implementation into faculty contracts. (Please see report and attached spreadsheet).
  - 2) Dispositional assessment progress. Plans are to conduct a pilot test this Spring. (Please see attached assessment report).
  - 3) Faculty assessment progress. Suggestions have been made by the assessment committee and the CTL Advisory Council to develop an electronic data-base that combines the Professional Record needs with State, Local, and National needs. Jim reported that the electronic portfolio assessment system could do this. In addition, that tying e-portfolio implementation to what faculty are expected to do for merit, promotion, and tenure could help faculty understand the importance of this work. Rebecca stated that People-Soft is working on a system to collect Professional record data. We all agreed this would be great if the data-base is inclusive of accreditation needs as well, and can be accomplished soon.
5. **New Business**
  - CTL Member Responsibilities tabled until April 25
  - CTL Faculty Development Plan tabled until April 25<sup>th</sup> because it is tied to numbers 1 and 3 above.
  - Chairperson for CTL P-12 Committee tabled and Rebecca reported plans for certification, placement, and student teaching reorganization.
  - Proposed change to Policy 4.6 Thesis Committee Service –Approved unanimously
  - Meghan reported that the School Counseling program will continue and that plans are being made to strengthen the resources.
6. **Old Business**
  - Student Teach Concerns tabled until April 25
  - New Position, Search Committees, and recommendations of searches (review of EEO policy updated in policy manual) tabled