

**MINUTES
EXECUTIVE BOARD
Black Hall, Room 228-7
November 27, 2006**

1. **ATTENDING:** Rebecca Bowers, Meghan Miller, Marji Morgan, Connie Lambert
2. **GUEST:** Joyce Garrett
3. **MEETING CONVENED:** The meeting was called to order at 9:10 AM.
4. **CHANGES TO AGENDA:**
 - Discussion of the EXCEL program will be added if John Glenewinkel arrives.
5. **APPROVAL OF MINUTES:**
 - The minutes for October 2 and October 16, 2006 were approved as submitted.
6. **REPORTS:**
 - **WEST-E (handouts provided)**

Scores by program were distributed to the appropriate Deans and each Dean reviewed the reports. There was a discussion on how to read reports and what changes are being made. Scores of 80 to 90% are needed for NCATE and PESB. There were questions regarding the programs that need work. The reports were also distributed to chairs and directors at the last NCATE Task Force and Advisory Council meetings. It was recommended that at least one faculty person in each program take the exam.
 - **NCATE Preparations**

Connie Lambert reported that everything scheduled for completion is done. The vita and syllabi deadline is Friday, Dec 1, 2006. Updated lists for vita and syllabi submitted will be provided at the next meeting.

A CTL Faculty Meeting will be held 2:00-4:00 March 12, 2007 in conjunction with the Winter Quarter Faculty Development Day. At that time we will preview the website and conduct training for the NCATE/OSPI interview sessions.

The PESB presentation will be two months after the NCATE/OSPI Accreditation Visit.
 - **Diversity and Equity Committee**

The Diversity and Equity Committee has requested a breakdown of teacher preparation diversity.
7. **NEW BUSINESS:**
 - **Proposals from the Office of Field Experiences (handout provided)**

Rexton Lynn, Director of Field Experiences, submitted three proposals to the Advisory Council.

 - 1.) Earlier deadlines for Student Teaching applications.

There is no written policy regarding student teaching application deadlines, but there are published deadlines. There is a *de facto* deadline in place for each quarter; end of final week of September for winter placements, end of final week of January for spring placements, and end of final week of March for fall placements. The proposed dates are:

 - October 1 for Spring Quarter
 - February 1 for Fall Quarter
 - April 1 for Winter Quarter

2.) Fingerprinting needs to be done 4-5 months prior to Pre-Autumn.

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."

Since it can take 3-6 months for fingerprint clearance, a plan to disseminate this information to all teacher preparation students needs to be developed. Notices and reminders are posted in Black Hall; however, not all teacher preparation students have classes there. The students at the Centers as well as content students do not always receive the information in a timely manner.

3.) Teacher Preparation students must maintain a 3.0 GPA for the quarters between application and student teaching.

Currently, students must have a 3.0 GPA for the last 45 graded quarter credits prior to applying to student teach.

The proposal is to 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 will develop a strategy to disseminate this requirement to all university departments and programs enrolling students seeking to student teach and to become certified.

After discussion of the above proposals, the Executive Board referred proposals 2 and 3 back to the Advisory Council for approval before they will approve them for forwarding to Academic Affairs. Proposal 1 had been approved at the Advisory Council meeting on November 15, 2006.

- **CTL Policy Manual update**

The working copy of the updated CTL Policy Manual is available online at http://www.cwu.edu/~ectl/CTL_Policy_Manual/WorkingUpdatedPolicyManual112706.doc or http://www.cwu.edu/~ectl/CTL_Policy_Manual/WorkingUpdatedPolicyManual112706.pdf. There is not a link at the CTL website since this is the working copy. These links have been sent to members of the Advisory Council and will also be sent to the Executive Board.

- **Consortium meeting for January, 2007**

Rebecca Bowers read a memo from Stephanie Salzman, Dean of Woodring College of Education at Western Washington University regarding Funding for the Center for Family Support

Names suggested for the meeting were: Elise Forier, Andrew Downs, Nancy Wessel, Cathrene Connery, Marla Wyatt, Bret Smith, and Cory Gann

8. OLD BUSINESS:

- Chris Curran has agreed to coordinate work with Paul Farris on the EXCEL program.

9. ADJOURNED: The meeting was adjourned at 10:00 AM.

10. NEXT MEETING: The next meeting will be Monday, January 8, 2007.