



CENTRAL WASHINGTON UNIVERSITY  
THE CENTER FOR TEACHING AND LEARNING  
NCATE – TASK FORCE  
April 18, 2006

**ATTENDING:** Cathy Bertelson, Don Black, Marwin Britto, Scott Calahan, Minerva Caples, Michael Chinn, Bobby Cummings, Elise Forier, Craig Hughes, Martha Kurtz, Connie Lambert, David Majsterek, Steve Moore, Josh Nelson, Mark Oursland, David Shorr, Bret Smith, Stephanie Stein, Shari Stoddard, Marla Wyatt, Therese Young

**GUEST:** None

**MEETING CONVENED:** The meeting was called to order at 2:05 PM

**CHANGES TO AGENDA:** None

**APPROVAL OF MINUTES:** A consensus was reached that notes from prior meetings of the NCATE Task Force do not need to be submitted for approval. They will be distributed to attendees and posted on the website.

**NEW BUSINESS:**

**Conceptual Framework:** David Shorr gave a progress report on the work on the Conceptual Framework. The main focus is getting the references in order. The updated version should be ready soon. Connie Lambert stated that it should be available for dissemination this summer.

**Matrices:** Connie Lambert discussed the matrices needed from most of the programs. Samples of matrices developed by two departments were distributed. Barbara Sisko will send electronic copies as both Excel spreadsheets and Word Tables to the members of the NCATE Task Force. In completing the matrix, the CTL standards column and either the State or the National columns should be completed.

There was a general discussion of various programs and the requirements for documentation. Everyone was reminded to keep all correspondence and documentation for their programs. David Shorr will send copies of the State Endorsement Reapproval Forms back to the Program Coordinators. It was pointed out that if there is a capstone course, there is not a need for other courses to be listed.

**LiveText:** The staff at LiveText is working on migrating the information from both Denise Anderson's and Jim DePaepe's accounts into a CWU Admin account. Program Coordinators will then have access to analyze their own programs. An in depth outline of updated LiveText information was included in the Agenda.

**NCATE Standards:** Co-chairs for five of the six teams have accepted appointments. They may contact you to serve on a team, or you may volunteer to assist them.

**OLD BUSINESS:**

**ADJOURNMENT:** Meeting was adjourned at 3:00 PM

**NEXT MEETING:** May 2, 2006. Joyce Garrett will be back on campus and bring you up-to-date on progress toward the NCATE Accreditation Visit.