

CENTRAL WASHINGTON UNIVERSITY
THE CENTER FOR TEACHING AND LEARNING
NCATE – TASK FORCE
May 2, 2006

ATTENDING: Cathy Bertelson, Marwin Britto, Scott Calahan, Minerva Caples, Michael Chinn, Bobby Cummings, Chris Curran, Elise Forier, Martha Kurtz, Connie Lambert, David Majsterek, Steve Moore, Josh Nelson, Mark Oursland, Steve Schmitz, David Shorr, Bret Smith, Stephanie Stein, Shari Stoddard, Phil Tolin, Marla Wyatt

GUEST: Joyce Garrett

MEETING CONVENED: The meeting was called to order at 2:00 PM

CHANGES TO AGENDA: None

OLD BUSINESS:

- Matrices – questions

There were no questions on the matrix templates Barbara Sisko had sent out after the April 18, 2006 meeting.

- LiveText – update (Marwin Britto)

Contact information – Ian Loverro (loverroi@cwu.edu) and Marwin Britto (brittom@cwu.edu), plus students (livetext@cwu.edu).

The students on the LiveText Help Desk have basic knowledge regarding faculty needs. Faculty should contact Ian Loverro or Marwin Britto if the students cannot help them.

The CWU web master has set up a link so that if you type livetext after the <http://www.cwu.edu/>, you are taken directly to the LiveText Help Desk website.

Templates need to be shared with the CWU Admin account. Ian Loverro and Marwin Britto will be able to access them from there.

Stephanie Stein brought up the issue of training for adjuncts in the use of LiveText. She also asked about a vita workshop

NEW BUSINESS:

- Syllabi

The State Program Reviewers will want to see syllabi for all related courses. If the syllabus is on the web, all we need is the URL to set up a link. Connie Lambert and Joyce Garrett will check with the state for specific requirements.

- Vita

There will be a 2 page template designed for faculty to use. Anyone teaching an Education component must have one.

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- Checklist of what programs are to provide by September 30, 2006
The Workslope and Timeline for the NCATE Accreditation Visit May, 2007 are on the CTL NCATE at CWU website. The URL is <http://www.cwu.edu/~ectl/ncate/index.html>.
- The formatted CD for each program
A CD for each program will be sent to the Program Coordinator. Directory and file naming instructions will be included. Barbara Sisko will check on the feasibility of having a shared directory set up that Program Coordinators could save to.

ADJOURNMENT: Meeting was adjourned at 3:00 PM.

NEXT MEETING: May 30, 2006 in Black Hall 114. Joyce Garrett will be on campus for that meeting.