

Central Washington University
The Center for Teaching and Learning
NCATE – Task Force
Notes
October 3, 2006

ATTENDING: Cathy Bertelson, Rob Brammer, Marwin Britto, Scott Calahan, Bobby Cummings, Elise Forier, Craig Hughes, Martha Kurtz, Connie Lambert, Rexton Lynn, Steve Moore, Josh Nelson, Mark Oursland, Bruce Palmquist, Ian Quitadamo, Steve Schmitz, Andrea Sledge, Bret Smith, Stephanie Stein, Marla Wyatt

GUEST: Joyce Garrett

MEETING CONVENED: The meeting was called to order at 3:05 PM.

CHANGES TO AGENDA: No changes to the Agenda.

APPROVAL OF NOTES: The notes for the meeting May 30, 2006 were approved as submitted. It was explained that we have notes rather than minutes since this is an ad hoc committee.

REPORTS:

- NCATE Board of Examiners Update (copy of page 3 provided)
 - The NCATE Board of Examiners Update for Fall 2006 states that the minimum amount of data required for site visits through Spring 2008 is at least one year for Standard 1 and other standards as appropriate. Tables with NCATE's expectations can be found at:
<http://www.ncate.org/documents/accreditation/AmountDataRequired.pdf>.
- NCATE at CWU (handout provided)
 - Website
 - The CWU NCATE website can be accessed through the CEPS website by clicking on the NCATE at CWU link in the middle of the page. Work is progressing on developing the outline and creating links to documents.
 - Joyce Garrett gave an overview of the outline of the website. The goal is that three Clicks will take you to the desired page within the site. The Conceptual Framework and Standard I are fully developed. Indices for all six standards are now established and we are determining where to link data already submitted.
 - Syllabi
 - Syllabi that include reference to the Conceptual Framework, program standards, and assessments are to be uploaded to the S-Drive. The directory is: Shared_data on 'Athena' (S:)/CEPS_NCATE/dropbox. Required syllabi are:
 - Education – all
 - Other – pedagogy
 - Representative for course with multiple instructors
 - All must acknowledge, agree, and be familiar with the syllabus submitted. They must also be able to discuss with BOE.
 - Deadline – December 1, 2006

➤ Vita

The form for submitting vita is available online at <http://www.cwu.edu/~websolutions/ncate/>.

Questions were raised regarding the submission of the vita and we will get answers from Terry Covey before the next meeting.

Where does the vita go?

Can we have a preview button?

Can one person enter multiple vitae for a department?

Deadline for submitting the vita is not set, but they should be in as soon as possible. The faculty that need to submit a vita are the ones teaching the courses for which syllabi are being submitted.

➤ Student Advising Information

Documentation needed for Standard VI includes program student advising forms. Samples from individual programs should be forwarded to Henry Williams, williamh@cwu.edu.

➤ Program Handbooks

Handbooks that include policies, course of study forms, evaluations, etc. should be uploaded to the S-Drive in the same manner as syllabi.

➤ P-12 Research

If you had any collaboration with PK-12 schools, please upload the abstract or manuscript to the S-Drive. This includes research with public schools, grants, articles, and presentations. Documentation from departmental annual reports could be used if an abstract or manuscript is not available. There is no need to duplicate information from your vita.

➤ Matrices

The deadline for submitting matrices is October 31, 2006. Check with Barbara Sisko to see if you have already submitted a matrix.

➤ Data

Portfolios, aggregated data, and program minutes need to be available to show electronic program data is being utilized for program decisions.

➤ Meetings

The schedule for NCATE Task Force meetings for the 2006-2007 Academic Year has been set. They will be held in Black Hall 114 at 3:00 PM.

Fall Quarter:

October 3rd, 17th, and 31st
November 14th and 28th

Winter Quarter:

January 9th and 23rd
February 6th and 20th
March 6th

Spring Quarter:

April 3rd and 17th

May 1st

Friday Fest May 11th, CTL is one of the hosts

- S drive Dropbox instructions are available. The only ways data can be put in the dropbox are either to upload through the Wildcat Connection or drag and drop. Please follow the instructions and have the dropbox folder open.

NEW BUSINESS:

Connie Lambert, Marwin Britto, Andrea Sledge, and Steve Schmitz will be attending OSPI state site visit training in Spokane October 11th and 12th.

OLD BUSINESS: None

ADJOURNMENT: Meeting was adjourned at 4:00 PM.

NEXT MEETING: October 17, 2006.