

CENTRAL WASHINGTON UNIVERSITY
THE CENTER FOR TEACHING AND LEARNING
NCATE – TASK FORCE
Notes
October 31, 2006

ATTENDING: Rob Brammer, Marwin Britto, Scott Calahan, Michael Chinn, Cathrene Connery, Nancy Jurenka, Martha Kurtz, Connie Lambert, Rexton Lynn, Steve Moore, Mark Oursland, Stephanie Stein, Henry Williams, Marla Wyatt

GUEST: Joyce Garrett

MEETING CONVENED: The meeting was called to order at 3:00 PM

CHANGES TO AGENDA: None

APPROVAL OF NOTES: The notes for the meeting 10/17/06 were approved as submitted.

REPORTS: Joyce Garrett and Connie Lambert gave an update on the development of the NCATE Accreditation Visit website. Points covered were:

- **Status**
 - An overview of the website outline was given.
 - The Skeleton for all Standards is in place.
 - Tab labeling has been added to the top of pages.
 - The linking of documents is in progress.
 - School Psychology and School Counseling are working on the information for their graduate programs.
 - Four newspapers will be selected for the announcement of the upcoming visit.
 - This is a call for comments specific to programs; by 12/31/06.
 - The results are returned to CWU in March.
 - Pre-visit includes NCATE and state Team Leaders.
 - Determine who/what groups we will need to schedule for interviews.
- **Artifacts List by Responsible Person (handout provided)**
 - May be delegated.
 - Review dates and items.
 - Syllabi are being submitted as is; adjustments are not being made to conform to Sample sent out.
 - Technology references are not just computers and cameras.

- **Possible Site Visit Interview Questions (OSPI) (handout provided)**
 - “Possible questions that may be asked.”
 - 6-12 interviewees will be on hand.
 - PEABs are to receive copies at their next meeting.
 - Program faculty will have opportunities for:
 - Mock interviews
 - Brainstorm sessions to develop answers
 - Rehearsals

- **Matrices and syllabi**
 - Are being submitted (handout provided)
 - Updates will be provided at each of the NCATE Task Force meetings.

- **Vita**
 - There are still problems with workload units not adding correctly.
 - Some changes have been made in program listings.

ADJOURNMENT: Meeting was adjourned at 3:55 PM.

NEXT MEETING: November 14, 2006