

**ATTENDING:** Rob Brammer, Marwin Britto, Scott Calahan, Michael Chinn, Cathrene Connery, Bobby Cummings, Craig Hughes, Elise Forier, Connie Lambert, Mark Oursland, Bruce Palmquist, Naomi Petersen, Steve Schmitz, Bret Smith, Marla Wyatt

**GUEST:** Joyce Garrett

**MEETING CONVENED:** The meeting was called to order at 3:15 PM.

**CHANGES TO AGENDA:** None

**APPROVAL OF NOTES:** Notes from the 11/14/06 meeting were submitted for review.

**NEW BUSINESS:**

**Syllabi, matrices, and handbooks**

A current listing of syllabi, matrices, and handbooks submitted for the NCATE at CWU website was distributed. The naming convention for documents which includes program, course name, and type of artifact was recapped. When courses are part of more than one program, their syllabi will be linked for each instance. An explanation of cohort programs will be included in the NCATE Institutional Report.

**Work group in-put for artifacts/information to meet the NCATE Standards**

Joyce Garrett explained the outline listings of the Standards and the artifacts to be gathered for each. Those attending then separated into work groups for each Standard to review the listings and make suggestions for additional documents that may be needed for support. Copies of the listings with the suggestions were returned to Joyce.

**OLD BUSINESS:** The following reminders were listed on the agenda.

**West-E Information:**

- Institutional Summary Reports available for Sept 1 2005-Aug.31, 2006
- 1-2 page summaries distributed – more information is available

**Conceptual Framework:**

- Please distribute copies of the Conceptual Framework brochure in your programs and discuss the elements with your students
- A 15-slide PowerPoint presentation is available on the CTL website ([www.cwu.edu/~ectl](http://www.cwu.edu/~ectl))

**Syllabi:**

- Content areas – if you collected syllabi for courses other than Methods courses, upload them to the S drive and we'll put as many syllabi as possible on the web

**NCATE Website – CWU CEPS Website at “NCATE at CWU”**

- Watch it grow!

**Matrices -- Please submit completed matrices by October 27th****Syllabi & Vita -- Please submit by December 1st****Evidence of Program Modifications: Please complete the form and return to [lambert@cwu.edu](mailto:lambert@cwu.edu).**

- Program data will be compiled into one table. The form will also be linked to the program website so it provides a one page overview of changes made.

**Student Advising Information**

- Please send program student advising information and/or forms to Henry Williams ([williamh@cwu.edu](mailto:williamh@cwu.edu))

**P-12 Collaboration**

- If you conducted research or collaborated with a PK-12 school between 2001-2006, please send either a short narrative of the activity, a copy of your abstract, or the weblink for the abstract or full manuscript, if it's available.

**Program Handbooks – upload to the S-Drive****NCATE Task Force Meetings WA State Site Visit information from the Site Visit Training**

- Unlike NCATE, the State will be looking at the following:
  - Snapshot Visit – the State isn't interested in future plans, they are interested in what is in place now
  - Along with the website, a paper exhibits room with samples of student and faculty work and back-ups of on-line documentation in color-coded files is expected. As it gets closer to May, we will be asking for paper samples.
  - Programs must include multiple data points to demonstrate state standards are being met (WEST-B, WEST-E, program assessments, GPA, etc.)

**ADJOURNMENT:** Meeting was adjourned at 4:00 PM.

**NEXT MEETING:** January 9, 2007.