

NCATE Steering Committee Meeting
April 30, 2001
O'Donnell Hall, Room 103
11:30 a.m. – 1:30 p.m.

Members Present: Dr. Eve Adams, Dr. Jeff Brown, Dr. Merrilyn Cummings, Shelly Stovall, Kathrine Graham, Dr. Gary Ivory, Dr. Stan Lopez, Cynthia Nations, Dr. James O'Donnell, Marv Pershing, Dr. Robert Rhodes, Cynthia Risner-Schiller, Dr. Rick Scott, Dr. Luis Vazquez, Dr. Harvey White, Dr. Karin Wiburg

Members Absent: Dr. Betsy Cahill, Dr. Thomas Dormody, Dr. Anne Gallegos, Dr. Angela Mickle, Margo Trevino

Meeting began at 11:50 a.m.

The committee made introductions. Shelly Stovall represented the Music Department. Dr. Morehead announced that this would be Dr. Harvey White's last meeting. He will be retiring in July.

I. Report from Sub-Committees

Standard I – Dr. Harvey White

Dr. White distributed a chart showing the standard statement, the response, and the source. He asked that the committee review the source column and make suggestions if needed.

Standard II – Dr. Gary Ivory

Distributed a condensed version on how each department complies with the NCATE standard. Dr. Ivory asked that each department review his document and provide feedback to him in order for him to complete his report. The assessment plan needs to be in place when the visit occurs with all documentation needed. Dr. Eve Adams will assist Dr. Ivory with the collection process.

Standard III – Dr. James O'Donnell

The committee for standard three distributed a document to the department heads with six questions requesting feedback on field experience. There wasn't much response from department heads. Dr. O'Donnell asked Dr. Morehead to assist him with requesting feedback from the department heads. With the information received from department heads, Dr. O'Donnell hopes to have a field experience/practicum matrix by August 2001.

Standard IV – Dr. Robert Rhodes

Dr. Rhodes distributed a document requesting information from faculty on how they personally identify diversity. It was mentioned that this information would not be confidential and that issue was questioned. It was suggested that using the same wording as the personnel office for searches be used on the self-identifying form to address the confidentiality issue. Dr. Rhodes suggested that this form be distributed to faculty in the Fall.

Standard V – Cynthia Nations

This committee is currently working on a website showing how the College of Education is meeting the NCATE standards. The committee is also in the process of developing a new technology plan and will require some participation. Dr. Ivory volunteered to contact people to participate. Cynthia gave an update on the submission of faculty vitae. CEP is the only department that has 100% submission.

Standard VI – Dr. Rick Scott

Dr. Scott has to gather more information in order to answer some questions he has related to standard six. He will also need information on faculty awards, chair positions, and leadership roles.

II. Collection of Student Work

This has been and will continue to be an ongoing process. Departments will be talking to faculty about collecting examples from students from the early stages of their practicums and student teaching. It was also suggested that documentation from each program be submitted prior to student teaching. It was also suggested that two to three documentation examples be submitted showing the growth of the student. Dr. Morehead has requested assistance in identifying and documenting student work in the Specialization Programs.

III. On-going Assessment of Candidate's Performance

It was suggested that the College of Education select a course and a faculty member to begin collecting materials showing examples and stages of the candidate's performance. A suggestion of three or four students to follow was recommended.

IV. Conceptual Framework Statement Draft

Dr. Anne Gallegos was unable to attend this meeting so the conceptual framework update will be addressed at the next meeting.

V. Faculty Discuss On-going Program Analysis/Outcomes Assessment

Making sure that department heads share assessment process with their entire faculty is required in order to meet NCATE standards. Being conversant with the report from North Central would be helpful.

Dates for future meeting will be established and sent to committee members via e-mail. Monday's seemed to be a day that fit all committee members' schedules.

Meeting adjourned at 1:10 p.m.