

INDIANA STATE UNIVERSITY  
TEACHER EDUCATION COMMITTEE  
December 11, 2007

APPROVED MINUTES  
(Approved 1-15-08)

Members present: T. Balch, D. Ballard, C. Chao, D. Clark, S. Gruenert, E. Hampton, S. Illingworth, S. Kiger, D. Knaebel, F. Lai, M. Lee, Maury Miller, M. Nail, D. Quatroche, A. Solesky.

Members absent: L. Calvin, H. Ganapathy-Coleman, S. Latta, Mark Miller.

Ex Officio Members present: B. Balch, R. Libler, S. Powers.

1. Meeting called to order at 3:30 by Chair S. Gruenert.
2. Approval of Minutes: D. Quatroche moved approval of the Nov. 20, 2007 minutes. D. Knaebel seconded. Minutes were approved (12-0-0).
3. Old Business
  - A. TEC Topics Meeting Dec. 4th, 2007, Jan. 8th, 2008.

The Jan. 8th topics meeting is cancelled. Personnel from the Admissions office talked with members during the Dec. 4th meeting. Issues discussed include recruiting and cleaning up websites.
  - B. UAS Committee Reports

A sample memorandum has been prepared and distributed to members for dissemination to programs responding and those not responding to TEC data requests. Maury Miller moved approval of the memo. D. Quatroche seconded. Motion passed (13-0-0).
4. New Business
  - A. Diversity Committee

The diversity committee has met twice.
  - B. Candidate Complaint Database

An excel file was distributed regarding this. In the past, we have not had a clear database for registering student complaints. This was of concern to NCATE. The document provided lists complaints made and resolutions that were reached. This is an informational piece to assist in the planning work of TEC. There do not appear to be common complaints reflected in the data. The Dean's office will compile this data. Since the database will contain student names, this database will not be accessible by TEC members. Information will be shared with TEC on an annual basis (during the December meeting) to assess whether practices need to be changed. Faculty are encouraged to make sure that students know the proper

procedures for voicing complaints and have information on how they will be dealt with.

C. Revised UAS Documentation

A revised UAS has been distributed. This will be appended to the NCATE Institutional Report. This is provided to members so that all have a copy and to check the accuracy of the UAS recording points/areas. E. Hampton moved affirmation of this document as our acting UAS. D. Ballard seconded. Motion passed (14-0-0).

5. Reports

A. Dean's Report: B. Balch

Not everything we do as a committee gets communicated at the program level. We may not have clear lines of communication to all programs and units. Members are asked to consider ways in which the actions of TEC could be better communicated. We may want to consider something akin to Academic Notes. Actions taken by TEC require action on the part of programs, so we should be clearer on what is done. This is a challenge to TEC. The Dean's office sends out directed emails to those impacted. A discussion on strategic communication is needed, as is a formalized process of sharing information. It is important that department chairs as well as program coordinators be informed of TEC actions.

B. Associate Deans' Report

R. Libler: Videotaping of students in a professional semester is taking place. There has been a positive reaction to the extended time prior to student teaching. Project Pre is scheduling a mentor teacher preparation course (prepares K12 teachers to be mentors for beginning teachers). This will occur in the spring semester. The Advancing Technology initiative is working with each of the 20 PDS schools. Tailored technology workshops are being developed. These will occur in the spring semester. Each PDS school will have a personalized workshop. A retreat will occur Jan. 10th 2008 for EESE regarding elementary redesign. Secondary education continues to plan changes for early teaching experiences.

S. Powers: The previsit for NCATE will be January 10, 2008. A previsit agenda will be developed soon. March 3rd, 2008 NCATE will meet with TEC. TK20 personnel were on campus. The server has been ordered, received, and set up. Interfaces with Banner are being set up. It should be functional by the first few weeks of classes in the spring semester.

6. Meeting adjourned at 4:10. The next TEC meeting will be January 15, 2008 at 3:30.

Respectfully submitted by:

Eric Hampton, TEC Secretary