

University Council on Teacher Education

**Minutes for March 7, 2002**

**1:00-3:00 p.m.**

**217 Willard Hall**

**Members Present:** Timothy Barnekov, Nancy Brickhouse, Janet Smith, Barbara VanDornick, Marcia Watson-Whitmyre, Carol Vukelich

**Members Excused:** Gaysha Beard, Chris Clark, Alice Eyman, Michael Ferrari, Barry Joyce, Joseph Pika

**Guest Present:** Lynn Warden

The minutes of February 7, 2002 meeting were unanimously approved.

### **Announcements**

#### **I. NCATE Letter to President Roselle**

Carol Vukelich provided a letter for UCTE's review from Art Wise, NCATE President, and Nancy Zimpher, University of Wisconsin at Milwaukee Chancellor, to President Roselle asking him to launch a local university-community campaign aimed at ensuring that every child in America is taught by a caring, competent, and highly qualified teacher.

#### **II. *Spring Enrollment Report (Barbara VanDornick)***

Barbara VanDornick presented the teacher education spring enrollment data. The total number of teacher education candidates enrolled at the University in spring semester is 1595. This represents 10.4% of the University's total enrollment. The largest program is Elementary Teacher Education with 869 candidates. The percentage of teacher education candidates who identify themselves as a member of a minority group is 6.6%. Seventy-seven candidates graduated in January and were recommended for certification. These data and other enrollment data are available on the UCTE website (<http://www.udel.edu/educ/ucte>).

## **Old Business**

### **I. Undergraduate Student Representative**

Carol Vukelich has received no nominations for an undergraduate student to replace Nick Baker on the Council. Lynn Warden from Individual and Family Studies agreed to speak with two Early Childhood Development and Education students and Barbara VanDornick agreed to speak with DE-TRP students to assess their willingness to serve on UCTE for the remainder of the year. Both agreed to contact the Chair with the names of interested undergraduate students.

### **II. Unit Assessment System Responsibilities Chart**

The Council considered the revised chart of responsibilities relative to creation and maintenance of each program assessment system. Marcia Watson-Whitmyre questioned the appropriateness of including program coordinators in the chart, given that these positions are not acknowledged in the Faculty Handbook or designated in the University's administrative structure. While there was agreement that the tasks needed attention, to whom to assign these important tasks was debated. Are these chair responsibilities that may be passed from the chair to a designated faculty member? If so, how might the units acknowledge these faculty members' work? If these positions become defined positions, should program coordinator responsibilities be included in the Department Chairs and Academic Program Directors Policy Guide? Members agreed to speak with their chairs and deans for suggestions on how to proceed. (The draft of the responsibilities chart is included in Appendix A.)

### **III. *Minutes of the Clinical Studies Advisory Board***

The above group has met three times this year. The last meeting of this group for this year is April 11. Carol Vukelich will be discussing NCATE with the group. She encouraged program coordinators to join her for this discussion.

#### *IV. Policy Governing Professional Education Candidate's Assessment of Professional Disposition*

The Council discussed the above policy. In essence, the policy would function like the Communications Condition policy. Faculty, cooperating teachers, and supervising teachers could notify the appropriate program coordinator or department chair when a candidate exhibited behaviors inconsistent with the dispositions detailed in the unit's conceptual framework, the Delaware Teaching Standards or the Delaware Administrator Standards, and relevant national and professional organizations. Following three citations, the program coordinator would request the program faculty to review the case and made a decision about appropriate action. The Council unanimously approved the policy.

#### **V. Survey of Delaware Principals**

Carol Vukelich revised the surveys based on points raised during the February meeting. In light of the Acting Provost's desire to reduce paper consumption, the Chair considered sending the surveys out to principals via the Internet. Marcia Watson-Whitmyre questioned whether principals would know how to enter their responses. The Chair wondered whether she should revise the directions to suggest that the principals open the surveys, print those that are appropriate, and fax their responses to her. The Council suggested that before resorting to this distribution and return system, she contact Ed Ratledge, Karen Kral, and Karen Bower regarding putting the survey on the web. If the cost is not great and the surveys could be put on the web this spring, the Council recommended that she use this procedure. She agreed to speak with the identified people and to proceed based on their suggestions. Her goal is to run a pilot of the form and the procedure this spring.

## **New Business**

### **I. Fall 2003 Timeline for Continuing Accreditation Visits**

Carol Vukelich provided the Council with a copy of the Timeline for Continuing Accreditation Visits for Fall 2003 provided by NCATE. The Council reviewed what needs to be done when. Based on the NCATE timeline, the Chair prepared a timeline for program coordinators. The Council reviewed this timeline also.

### **II. NCATE Date Choice**

By January 2003, the Council must provide NCATE with three possible dates for the Board of Examiners (BOE) on-site fall 2003 visit. Members were asked to check with their deans, department chairs, and faculties regarding dates they would be unavailable to meet with the BOE. The Council will select the three dates at the next meeting. Those members present suggested November dates as preferred dates.

### **III. Third-Year Review of Annual Report Data**

Carol Vukelich, as chair of the Council, files an annual report with NCATE describing new professional education program initiatives and the unit's efforts to correct weaknesses identified in the 1997 Board of Examiners Report. The Chair reminded the Council that the BOE cited the unit with seven weaknesses. Following the submission of the third-year review, NCATE renders a judgment on whether or not each weakness has been adequately addressed. Three weaknesses were judged as having been adequately addressed. These include

- Candidates in secondary education have limited opportunities to apply pedagogical knowledge in field experiences.
- Candidates in Educational Leadership are not provided a sufficiently extensive internship.
- The plan to recruit and retain candidates does not contain an evaluation component.

NCATE judged the unit as making progress in addressing one weakness (Graduate candidates are unable to articulate the conceptual framework.) and the reports as not providing enough information to render a judgment on one weakness (The unit does not consistently evaluate its

efforts to recruit, hire, or retain a diverse faculty.). Finally, NCATE judged two weaknesses as not being adequately addressed: The undergraduate student body is minimally diverse, and the cultural diversity of the faculty is limited.

#### **IV. Continuous Assessment Plan Format**

Last month the Council asked the Chair to prepare a format to be used by all program coordinators in the preparation of their description of their program assessment systems. Using the University of Kentucky's format as a model, the Chair presented a proposed format. Following review, the Council agreed the format seemed appropriate.

#### **V. Health and Physical Education Program Change**

Janet Smith described the rationale for the following changes to the Health and Physical Education Program: To increase the number of credits required for graduation from 124 to 125 to accommodate an additional one credit in lifeguard training; to revise the criteria for continuing in the program to include a required student portfolio; and to admit students as freshmen into a Health and Physical Education Interest Area and require a minimum grade point average of 2.5 overall and 2.75 in major courses to enter upper level courses, student teach, and graduate. The Council unanimously approved the program change request.

#### **VI. UCTE Program Review**

Prior to the last NCATE visit, UCTE approved a Program Review Policy. Carol Vukelich raised the question of the need for such a policy, given what program faculty are doing as a part of the new NCATE 2000 process. Further, professional education programs are reviewed as a part of the University's department review process. The Council was reluctant to remove UCTE Program Review Policy without re-examining its content. The Chair asked the Council to review the Policy on the UCTE website prior to the April meeting.

#### **VII. UCTE Faculty Recruitment and Retention Plan**

Under the old standards, NCATE required the unit to have its own faculty recruitment and retention plan. Now, NCATE has indicated that if the university has a recruitment and retention

plan that the unit follows, then the university's plan may be the unit's plan. Given that this is the case at the University of Delaware, UCTE's plan seems redundant. Carol Vukelich suggested that it be eliminated. The Council unanimously approved the elimination of the unit's plan.

### **VIII. Paper Reduction Plan**

Acting Provost Dan Rich has asked all units to consider ways to reduce their paper consumption. In response to this request, the Chair suggested that rather than distributing supporting documents to the Council in paper form that UCTE move to viewing these documents on disk. The Council agreed to test the use of laptop computers at its April meeting. The chair encouraged those members with personal laptop computers to bring them to the meeting. This would allow these members to download any document of interest. For those members using ERC computers, DCTE will send via e-mail any requested document following the meeting.

The meeting adjourned at 2:30 p.m.