

Minutes for May 9, 2016
1:30-3:30
200 Academy Street, Room 210

Members Present: Michelle Cirillo, Ralph Ferretti, Laura Glass, Myae Han, Laurie Palmer, Sydney Palmer, Kate Scantlebury, Alden Snell, Sharon Walpole, George Watson, Carol Vukelich, Linda Zankowsky

Members Not Present: Jan Bibik, Brandon Jackson

Guests Present: Cindy Holland, Christine Gorowara, Carol Phipps

The April 18, 2016 minutes were unanimously approved.

Announcements

1. Project Search Education Career Fair (Cindy Holland)
 - Project Search was held on April 20. There were 236 UD teacher candidates, 32 UD alumni, and 139 other individuals who attended the job fair. We would have had a hard time getting districts to attend without the non-UD participants. The low attendance was very visible, but is consistent with other job fairs this year. The recruiters responded positively to the event and say that we should continue it based on a survey.
2. Criminal Background Check and TB Test Report (Carol Phipps)
 - An increasing number of teacher candidates are completing the criminal background check by the deadline of the first day of the semester. Specifically, the on-time completion rate improved from 94% in Fall 2014 to 99% in Spring 2016.
 - The Office of Clinical Studies (OCS) has increased the number of reminder emails, listened to faculty feedback about the wording in the emails, and moved the van transportation dates to better accommodate the teacher candidates. Program coordinators and faculty are also reinforcing the messaging about needing to meet the deadline.
3. New secondary education representative next year (George Watson)
 - Hannah Kim and Jill Flynn are the new secondary education representatives who will replace Alden Snell and Michelle Cirillo. Cynthia Lees will be a secondary education representative in Spring 2017 when Jill is on sabbatical. John Pelesko will replace George Watson as the College of Arts & Sciences Dean's representative.
4. Recipient of the DASA Award (Christine Gorowara)
 - The recipient of the DASA award is Lucy Font. Lucy is an elementary teacher education teacher candidate with a concentration in special education. She is also an ArtsBridge Scholar and integrated dance into a mathematics unit for elementary students.
5. DDOE Scorecards (Laura Glass and Christine Gorowara)
 - The first year teacher survey is open and will close on May 15. Kate suggested that we encourage the program coordinators to prompt their alumni to complete the survey so that we have a high response rate. Laura will contact the program coordinators.

- Laura talked to a parent who almost withdrew her daughter's deposit to UD after seeing the Elementary Teacher Education program's scorecard. Laura will create a handout this summer for program coordinators, advisors, faculty, and Admissions staff that explains how to talk about the scorecard with prospective students and their families.

New Business

1. Performance assessment (Laura Glass)

- The Council **unanimously approved** the following policy so that teacher candidates satisfy the State of Delaware performance assessment requirement (edTPA or PPAT).
 - Candidates must earn a passing score on a performance assessment required by the State of Delaware to receive institutional recommendation for certification. This assessment must be scored by certified reviewers who are not employees of the University of Delaware. Candidates must earn the passing score within one year of their graduation date to receive institutional recommendation. (Effective July 2016)
- The bookstore is able to arrange for the teacher candidates to pick-up their performance assessment voucher from them, enabling it to be covered by financial aid. The plan is that the DCTE advisor will contact the teacher candidates about paying Pearson or ETS for the edTPA or PPAT, respectively, and picking up the voucher at the bookstore if they would like it covered by financial aid.

2. New section in the UCTE bylaws that would create a UCTE standing committee on diversity and inclusion (Laura Glass)

- The Department of Human Development and Family Studies supported the idea of having a representative from Early Childhood Education on this new committee.
- The Council discussed the merits of including the term "equity" in the name of the committee.
- The Council **unanimously approved** the addition of the following section to the bylaws.
 - Section 3: The Council will have a standing committee on diversity, equity, and inclusion. The committee's charge is to initiate and support activities that promote a positive cultural climate and work towards increasing the number of professional education candidates from diverse backgrounds who successfully complete their programs. The committee reports on their activities to UCTE at least once a year. The Senior Associate Director of the Delaware Center for Teacher Education will chair the committee and the Director of Secondary Education from the College of Arts and Sciences will serve as an ex-officio member and liaison to the Council. Four appointed members will have staggered two-year terms and be appointed by: the Chair of the Department of Human Development and Family Studies who identifies the Early Childhood Education member, the Director of the School of Education (SOE) who identifies the Elementary Teacher Education member and the SOE graduate professional education program member, and the Dean of the College of Arts and Sciences who identifies a secondary education member. If a vacancy occurs, the appropriate administrator will appoint a faculty member to serve until the term is completed.

3. Policies for clinical educators and field instructors on the completing the mentoring module and/or the Clinical Capstone Evaluation module (Linda Zankowsky)

- Linda is chairing the Professional Development committee that is creating an online mentoring module for clinical educators and an online clinical capstone evaluation module for clinical educators and field instructors. Each module takes approximately two hours to complete. Regulation 290 requires clinical educators to complete mentoring training.
 - Wilmington University also is requiring their clinical educators to complete mentoring training, and these clinical educators sometimes work with our teacher candidates. Linda will talk with WU to find out if their training is similar to our training. The Professional Development committee will compare the WU and UD training.
 - The Council **unanimously approved** the following policies for completing the modules. The clinical educators will have one month into each semester next year to complete the training since they may need the additional time as the modules roll out.
 - During the 2016-2017 academic year, clinical educators must complete the mentoring module and the Capstone Clinical Evaluation module no later than one month into the student teaching placement. Field instructors must complete the Capstone Clinical Evaluation module prior to the semester in which they work with a student teacher.
 - Effective Fall 2017, clinical educators and field instructors must complete the mentoring module and the Capstone Clinical Evaluation module prior to the semester in which they work with a student teacher.
4. Transcript note for candidates who do not complete their state-approved program and should not receive institutional recommendation for certification (Laura Glass)
- The current transcript note incorrectly states that teacher candidates receive a “certificate” upon completion of their state-approved program. It also says that candidates graduate from an NCATE-accredited professional education “program”, which is also incorrect.
 - The following transcript note changes were suggested. Laura will work with the Office of the Registrar to make the changes.
 - Degree: Institutional Recommendation for Certification
Plan: NCATE Accredited Professional Education Unit
 - The Office of the Registrar cannot edit items on a transcript once they are posted. Since candidates have up to one year after graduation to complete the Praxis Subject Assessment and performance assessment and still receive institutional recommendation for certification, we are not able to add a note to the transcript upon graduation stating that candidates did not receive institutional recommendation for certification; the candidates may earn this recommendation at a later date. In addition, no programs list on their students’ transcript the failure to complete the program.
5. Field instructor survey on clinical educators (Linda Zankowsky)
- The Council members support the idea of the field instructors completing a survey on each clinical educator. Several members supported the idea of notifying the clinical educators about being evaluated by field instructors and teacher candidates. The members also discussed who should learn about the results of the survey (i.e., if the results would stay internal to UD).
 - This item will be added to the meeting agenda in September for further discussion.

Meeting adjourned at 3:35