

**University Council on Teacher Education**  
**Minutes for October 12, 2015**  
**1:30-3:30**  
**200 Academy Street, Room 210**

**Members Present:** Jan Bibik, Michelle Cirillo, Ralph Ferretti, Laura Glass, Myae Han, Laurie Palmer, Kate Scantlebury, Alden Snell, Barbara VanDornick, Sharon Walpole, George Watson

**Members Not Present:** Brandon Jackson, Samantha Scarpone, Carol Vukelich

**Guests Present:** Carol Phipps

The September minutes were unanimously approved.

**Announcements**

1. Fall 2015 Admissions and Enrollment Reports (Barbara VanDornick)
  - Enrollment – Undergraduate
    - Undergraduate enrollment is 1186 candidates with 19% males and 81% females. Minority enrollment is 15%, which is an increase of 2% from last year.
  - Admission
    - There were 1380 undergraduate student applications with 910 given admission (66% admission rate) and 271 actually enrolling (30% yield).
  - We still need to be proactive and have special events to bring in more students to the University. We need to be contacting students to encourage them to enroll and be creative in the ways we do this. We need to get a large number to begin with and then work to get them to commit.
  - Enrollment – Graduate
    - Enrollment is 304 candidates with 30% males and 70% females. Minority enrollment is 20%.
2. Spring 2015 Praxis II and Completers Report (Barbara VanDornick)
  - The pass rate is 100% for completers because we only give institutional recommendation for certification to candidates who pass the Praxis II test(s). This past year was the first year that this policy went into effect.
  - There were a few candidates who did graduate, but did not receive institutional recommendation because they did not take a Praxis II test or failed a test.
3. Professional Education Conduct Board Timeline (Laura Glass)
  - Reviewed the following timeline for the launch of the Professional Education Conduct Board. Laura would conduct the following activities.
    - October – Meet with Board members to select the chair, identify who receives which staggered term limits, review letter templates, and develop the process during meetings.
    - November – Train advisors, obtain the list of students with specific sanctions during Fall 2015 from the Office of Student Conduct, and contact these students about the Board meeting in December.

- December – Hold a Board meeting after the beginning of open enrollment for spring registration in accordance with the bylaws.
4. Recruiting Plan Task Force Update (Laura Glass)
    - UCTE created the recruitment plan task force in October 2014. The three members (Barry Joyce, Ralph Ferretti, and Lynn Worden) met with Admissions staff members this past Spring/Summer 2015. In September 2015, Laura Glass and Kristine Coll joined the task force and created a timeline for the development of a report that would provide baseline data on past and current candidates, goals for recruiting, and recommendations for activities to achieve the goals.
    - DCTE is collecting the baseline data on candidates in each program: race/ethnicity, admissions, completers, gender, low income, first generation, and Delaware residents. The task force will analyze the data and identify recruiting goals by end of October. By end of December, the task force will develop recommendations for achieving the goals. The task force will present the recruiting plan report to UCTE in February.
  5. DOE Educator Preparation Program Scorecard Update (Laura Glass)
    - Laura and Barbara met with DOE to review the updated scorecards to make sure that they were accurate. DOE fixed most of the errors. They will release the scorecards and a state summary of the scores for all programs in the state on Friday, October 23. Allison Burris, the CEHD Communications Specialist, is preparing talking points. UCTE members were interested in seeing the talking points in order to respond to the release of the scorecards.
    - **Action: Laura will touch base with Allison Burris about the talking points and send a copy to the Council. She will ask Allison to send the talking points to the A&S Communications Specialist.**

## Old Business

1. Topics on which all programs will need to collect data for CAEP: technology, diversity, ethics, and college and career readiness (Barbara VanDornick)
  - The Council decided that each program would perform a curriculum mapping of their courses onto the CAEP Standards around college and career readiness (CCSS), technology (International Society for Technology Standards), and research and evidence. The mapping allows programs to identify where they may have gaps in their program related to the standards and gives them time to address the gaps prior to the CAEP visit.
  - DCTE will provide the tables for the mapping of the program assessments onto the standards. The tables need to be completed by the end of Spring 2016.
  - **Action: Barbara will send all curriculum mapping table templates to program coordinators by the end of the Fall semester.**
2. Curriculum audit proposal to determine the coverage of the CCSS and NGSS in the teacher preparation programs (Laura Glass)
  - Laura provided an example from the CAEPCon conference in September that illustrated how the program assessments could be aligned to CCSS. The example showed that the curriculum audit proposal from the Delaware Education Research and Development Center may be more in-depth than needed.

- Program coordinators will learn about the CCSS and NGSS by aligning the standards with their courses through a curriculum mapping task. The alignment would not be as much of a formative learning experience as if the Delaware Research and Development Center is involved in the curriculum mapping.
- **Motion approved:** The Council unanimously decided to not pursue the R&D Center curriculum audit proposal.

Tabled for next meeting:

1. Possible creation of an advisory board to address CAEP Standards (Laura Glass)
2. Updating the UCTE bylaws (Laura Glass)

Meeting adjourned 3:32 pm