

**University Council on Teacher Education**  
**Minutes for October 10, 2016**  
**1:00-3:00**  
**200 Academy Street, Room 210**

**Members Present:** Nicole Bishoff, Jill Flynn, Laura Glass, Stephanie Jennis, Hannah Kim, Laurie Palmer, Kate Scantlebury, Sharon Walpole, Carol Vukelich

**Members Not Present:** Ralph Ferretti, John Pelesko, Lynn Worden

**Guests:** Christine Gorowara, Cindy Holland, Alyssa Truszkowski

The September 12, 2016 minutes were unanimously approved.

### **Announcements**

1. Status of the UD request to defer the CAEP site visit for one year to Fall 2019 (Laura Glass)
  - Laura shared that CAEP denied our initial request for a good cause extension because the rationale was based on issues related to CAEP and not educator preparation provider (EPP)- or state-related. We will submit a new request citing the changes in leadership at UD, including a new Interim CEHD Dean, new DCTE Director (EPP Unit Head), and new DCTE Senior Associate Director who oversees accreditation at UD. In addition, we will describe the time-consuming transition to Taskstream, which is the new database management system housing the accreditation data.
2. 2015-2016 Praxis Subject Assessment and Institutional Recommendation for Certification Reports (Alyssa Truszkowski)
  - Alyssa reviewed the 2015-2016 Institutional Recommendation report where we had 275 completers in Initial Programs and 57 completers in Advanced Programs. The Praxis Subject Assessment pass rates were 100% for all programs.
3. Fall 2016 Admissions and Enrollment Reports (Christine Gorowara)
  - Christine reviewed the Fall 2016 undergraduate admissions report and undergraduate and graduate enrollment reports. The number of undergraduate applicants decreased by 2%, number of admits decreased by 1%, and number of students matriculating decreased by 5%. The undergraduate enrollment decreased by 31 students from last year (1186 to 1155). There are 284 graduate students.
  - Several suggestions for recruiting students were made, such as reaching out to the high school counselors in Delaware to help guide their students to choose a UD teacher preparation program.
4. DDOE First-Year Teacher and Supervisor Survey data (Christine Gorowara)
  - Christine reviewed the data from the First-Year Teacher Survey and the Supervisor

Survey that the Delaware Department of Education (DDOE) administered this past spring and summer. The data revealed that first-year teachers felt the most prepared in the areas of designing instruction for individual differences, integrating technology, and designing lessons, but felt least prepared in the areas of managing behavior, working with diverse communities, and working with families. Their supervisors (mostly principals and vice-principals) also thought that the first-year teachers were prepared in the areas of designing instruction for individual differences and designing lessons and were least prepared in the area of managing behavior. In addition, the supervisors felt that the first-year teachers were least prepared to support the profession (pursue and use professional development opportunities).

- A Council member asked Christine to disaggregate the most prepared/least prepared data by program. Christine will email the disaggregated data to the UCTE members.
  - One suggestion to increase the first-year teacher survey response rate so that all programs exceed the 30% threshold is for DCTE to send the names of alumni for whom there is no employment information to program coordinators; the program coordinators may stay in touch with alumni and have their employment information.
5. Status of the UCTE standing committee on diversity, equity, and inclusion (Christine Gorowara)
- Christine reviewed the list of committee members and shared that the first meeting will be held tomorrow. She is scheduled to meet with Vice Provost for Diversity Carol Henderson on Wednesday.

## Old Business

1. Proposed revisions to the annual program report template (Christine Gorowara)
  - Christine reviewed the proposed changes to the annual report template. The changes include posting the raw and aggregated data in Sakai instead of embedding the aggregated data in the report, expanding the data set to include additional common assessments and surveys, and aligning the sections with Section V in the SPA reports. These changes will make the reports shorter and easier to read. Christine also described changes to the wording in the questions so that the program coordinators focus on past changes and plans for future changes based on data.
  - A Council member suggested indicating on the report template that data must be considered when making program changes, which is required by CAEP.
  - The new annual report template will be sent to all program coordinators by the end of the semester. The deadline for the reports will be at the end of the winter session.
  - **The proposed revision was unanimously approved.**

## New Business

1. New Career Services Center service delivery model (Cindy Holland)
  - Cindy presented the Career Services Center's new service delivery model where occupations are grouped into "Career Communities". For example, teaching is in the "Helping Professions & Education" career community. Students are encouraged to join a career community in Handshake, the online career management tool.
  - There are 600 students enrolled in the "Helping Professions and Education" career community, and many of them are not in the teacher preparation programs. Council members agreed that we should find ways to capitalize on the students in this career

- community to enhance our enrollments.
- Cindy would like to hold events to help recruit students into the teacher preparation programs. Panels that include alumni or students who transferred into teacher preparation programs are particularly effective.
  - Project Search will be held next year on April 26.
2. Drafts of the DDOE EPP program reports (scorecards) and framework for program approval (Laura Glass and Christine Gorowara)
    - Laura reviewed the scores from the drafts of the scorecards and the framework for the consequences of the tier ratings on them. Programs rated in Tier 3 or in Tier 4 in the next cycle of scorecards (fall of 2018) will have to submit a plan of action with measures of progress for identifying areas of improvement.
    - Programs that do not generate a scorecard will be rated as “Program Renewal Granted”, “Program Renewal Granted with Conditions”, or “Probation”.
    - We are in the 30-day review period with the drafts of the scorecards. Christine and Laura will send DDOE the scorecard errors and feedback at the end of the review period.

**Tabled for next meeting:**

1. Proposal for the Delaware Department of Education (DDOE) to limit the scope of Advanced Programs in Delaware under CAEP review (Christine Gorowara)
2. Review the CAEP feedback on the UD common assessments (Laura Glass and Christine Gorowara)
3. Update the Professionalism Policy to address CAEP feedback (Laura Glass and Christine Gorowara)

**Meeting adjourned 3:07 pm**