

**University Council on Teacher Education**  
**Minutes for September 16, 2008**  
**1:00-3:00**  
**200 Academy Street**

**Members Present:** Janice Bibik, John Hartman, Barry Joyce, Michael Gamel-McCormick, Kathy Minke, Gail Rys, Barbara VanDornick, Carol Vukelich, George Watson, Lynn Worden

**Members Excused:** Suzanne Burton, Joe Pika

**Guests Present:** Melva Ware

The minutes of May 21, 2008 were approved unanimously.

**Announcements**

***I. End-of-Term Reports (Barbara VanDornick)***

Barbara distributed the Undergraduate Teacher Education and ASPIRE reports. Barbara encouraged program coordinators to contact students who are in academic difficulty.

***II. Fall 2008 Freshman Applicants to Teacher Education Programs (Barbara VanDornick)***

Barbara distributed a report on freshman applications from information provided by the Admission's Office. There was a decrease in the number of teacher education candidates admitted. This resulted in an increase in the percentage of minority students; the percentage of admits was 16%.

Carol indicated that Louis Hirsch will be attending the October meeting and asked that members come to the meeting with questions.

***III. Alumni Survey (Barbara VanDornick)***

DCTE distributes the alumni surveys annually and compiles the data. The surveys to graduate and undergraduate alumni have been revised over the years and condensed, hoping that this would result in a higher response rate. Members discussed how to improve the return rate. After much discussion, it was decided that DCTE should distribute the surveys in cooperating with the program coordinators. Members felt that alumni might respond if someone whose name they recognized signs the survey. DCTE would remain responsible for developing and mailing the surveys, and aggregating the response data.

This year's respondents rated educational technology and use of assessments as the two areas of concern.

**IV. *Student Teaching Mileage Reimbursement (John Hartman)***

The Office of Clinical Studies is responsible for reimbursing student teaching supervisors. The University provides funds each year to cover these expenses; last year, the account was overspent by \$10,000, and DCTE was required to cover these costs. After discussion with supervisors and program coordinators, John recommended a new reimbursement procedure: rather than submitting a travel form, effective with spring semester, student teaching supervisors will receive an \$85 reimbursement for each student supervised in student teaching. John is happy to meet with departments to explain the new procedure, and will send an e-mail to department chairs and supervisors explaining the new procedure.

**New Business**

**I. *Minority Education Recruitment and Admission Task Force Report (Barbara VanDornick & Gail Rys)***

The task force distributed the report to the Council (see attached [Executive Summary](#) and the full report). . Barbara and Gail guided the Council's discussion of the following key points:

- The Task Force worked closely with Lou Hirsh and Terry Whittaker. They connected with applicants and encouraged them to complete the process. It appears that personal contact during the admission process increased the overall yield this fall of minority students.
- Financial Support. ASPIRE funding is very limited. Foundation and other possibilities need to be investigated.
- Retention is not a problem.
- Alumni should be involved in the recruitment process.

Barbara indicated that the Task Force met all of its charges.

Carol announced that Melva Ware will be serving as the Interim Aspire Director this year. Funding needs to be established for a full-time director.

The Council unanimously agreed that the Task Force completed its charge and expressed its pleasure with Melva assumption of the duties of the ASPIRE program.

UCTE adjourned at 2:50 p.m.