

University Council on Teacher Education
Minutes for September 24, 2019
12:30 – 2:30
200 Academy Street, Room 210

Members Present: Tia Barnes, Suzanne Burton, Gary Henry, Steff Kotch-Jester, Sarah Mallory, Krissy Najera, Jennifer Nauen, Tracy Quan, Rebekah Simpson, Amy Trauth

Not Present: Chrystalla Mouza

Guests: Christine Gorowara, Cindy Holland, Marie Peters

The May 13, 2019 minutes were unanimously approved.

Announcements

1. Welcome new members
 - Gary Henry is new Dean of College of Education and Human Services. Amy Trauth will represent Secondary Education; Tia Barnes will represent Early Childhood and Sarah Mallory will represent the graduate programs. Rebekah Simpson is the undergraduate student representative.
2. Search for Director of the Center for Secondary Education (Suzanne Burton)
 - Suzanne reviewed there are three candidates scheduled to interview for the Director for Secondary Education and she will send out invites to attend interview sessions next week – 9/25, 10/9 & 10/11.
3. Upcoming Events (Cindy Holland)
 - Cindy discussed the upcoming education events.
 - **Education Meetup – Tuesday, October 29th from 5-7 pm** in Trabant Multipurpose Rooms
 - Informal networking opportunity for students to meet education-related employers from Delaware as well as out-of-state.
 - **DVEC (Greater Philadelphia Education Job Fair) – April 1st from 9:30 – 2:30** – Expo Center at Oaks, PA
 - Over 200 schools/districts across the country will participate. Career Services will pay the \$5 participation fee.
 - **Delaware PreK-12 Recruitment Fair – April 20th from 9-1** in Trabant Multipurpose Rooms
 - Recruitment day for students interested in Delaware teaching opportunities. (Only Delaware employers).
4. UCTE Meeting Site – Google Drive (Debbie Ziomek)
 - Debbie mentioned that all UCTE material are located on Google drive. If you find you don't have access, please contact her.

New Business

1. CAEP visit (Christine Carrino Gorowara)
 - Christine reviewed that CAEP visit is scheduled for October 20-22, 2019. The original report and data tables were submitted. The CAEP team reviewed all the evidence and they formed a feedback report and asked us more questions, to which we responded with more data.
 - Christine reviewed the basic structure and framework of each standard and the type of evidence we provided in our report.
 - There are two set of standards: one for initial programs and one for advanced programs.

2. Teacher of the Year Event – Date/Time
 - Debbie discussed the need to decide on the 2020 TOY Appreciation Event date now to reserve the Trabant venue. We typically hold on President’s Day as teachers have that day off and are able to get to UD easily.
 - It was unanimous to hold on Monday, February 17, 2020
 - Debbie will send out “save the date” emails for the event when date and venue finalized.

3. FBI Audit – Dispositions/Clearances – (Marie Peters)
 - Marie discussed the FBI audit that DCTE will be undergoing in October. This all started, when OCS was notified by the state police that their form was being misused. As it turns out other colleges, employees, etc. are using the “education” form which allows a discount on the fee. In doing some research, we discovered that every college sends students out into schools and there is no consensus on what is required or the process.
 - The state defines student teaching as anybody that is in a structured program and going into schools and they the following:
 - Federal background check
 - State background check
 - Child protection registry
 - TB test
 - We also have MOUs with school districts and they see a student as a UD student not whether they are an education major or not.
 - We can only have one person as a contact with the state police, so Marie is that contact for now.
 - We met with Lynn Okagaki to discuss that clearance have become a big enough entity that it needs to reside under one department. For now, as a temporary fix, the Office of Clinical Studies works with departments to help them with the process for clearances and maintain the records. The Partnership for Public Education has proposed three recommendations around a centralized process for clearances on campus and it’s in Lynn’s hands and we are in a holding pattern.
 - In the meantime, the FBI have randomly chosen us to audit our records on October 23rd to ensure we have the correct forms for the select students. We

have submitted the information requested and ran through the information with the state police as a trial run. We look to be in good shape for the audit and will report their findings at a further meeting.

4. Field Instructor Qualifications (Krissy Najera/Christine Gorowara)

- Krissy mentioned that the Field Instructor Qualification policy was reviewed and updated last Spring 2019 but there are still some issues. When reviewing records, we don't have information on about 40% of the field instructors, so if we are going to have a policy it needs to be enforceable and it is not being run consistently across programs.
- The following three issues were reviewed along with the proposals:
- All field instructors must be certified in the discipline(s) they supervise or must have had 5 years of administrative supervising and/or 5 years of teaching the discipline in a P-12 setting within the past 10 years. (Effective Spring 2019)

Issue 1: *We have no standard centralized process for collecting information or documentation about qualifications.*

Proposal: *At least two months prior to the beginning of the semester, the Office of Clinical Studies will check the assigned field instructors against (a) our previous records and (b) DEEDS. The OCS staff will send the names of any field instructors not found to have met the above qualifications per previous records or DEEDs to program coordinators. Program coordinators will return documentation of field instructor qualifications, which may consist of copies of out-of-state certificates, or letters from districts verifying that field instructors have either 5 years of administrative supervising in a P-12 setting within the past 10 years, or 5 years of teaching the discipline in a P-12 setting within the past 10 years.*

Issue 2: *About 40% of the field instructors (based on our preliminary analysis) do not hold at least one of the qualifications above.*

Proposal: *Options include changing the policy to match the field instructor qualifications or hiring field instructors who match the policy. To note: all of the field instructors who do not match the policy appear to have been certified at one time, or are University of Delaware full-time faculty, or both.*

- All program coordinators must provide evidence that any field instructor whose certificate was issued more than seven years ago knows the discipline's current content and instructional strategies. Program coordinators must provide a description of what they have done to ensure that each field instructor is knowledgeable of current content and instructional strategies. (Effective Fall 2014)

Issue 1: *This provision seems inconsistent with the above requirement that field instructors must be (currently) certified, since in Delaware, certificates must be renewed every five years.*

Issue 2: *Also, we have no standard centralized process for collecting information or documentation verifying that field instructors are current with respect to content and instructional strategies.*

Proposal: *UCTE should decide if this provision is redundant with the field instructor qualifications listed above. If not redundant, then a process similar to the process proposed above for collecting information and documentation about field instructor qualifications should be implemented.*

- University field instructors and clinical educators will participate in mentor training. (Effective January 1, 2015)

Issue 1: *As discussed in previous UCTE meetings, some field instructor job descriptions include an expectation that field instructors will participate in professional development, while others do not. If this expectation is not in the job description, adjunct field instructors must be paid extra for attending this training.*

Proposal: *Jamie Bailey is in the process of scheduling a one-day mentor and capstone training for January. Program coordinators should check job descriptions for their field instructors and if they do not include participation in professional development, program coordinators should make arrangements to pay the adjuncts for this training.*

- It was decided that the council would like to bring these issues/proposals back to their departments for review and comments.
- We will review and vote at next month's meeting.

5. Rodel & DDOE/Residency/Dual Enrollment (Christine Gorowara/Krissy Najera)
 - Krissy reviewed briefly the initiative around teacher academy & teacher residency. The Rodel foundation convened a group of IHEs in DE, a few school districts and DDOE to plan what we can do to improve teacher preparation and diversify the pipeline through teacher academy and teacher residency. We are currently working with Red Clay, Indian River, Milford, and Providence Creek Academy to develop a partnership around teacher residency as DDOE has released their RFA proposal, so this is ongoing. Amy Trauth is working to begin a secondary residency program. Dean Henry reviewed North Carolina's teaching fellowship data as an alternate way for residencies of increasing the teacher pipeline.

Report Updates

1. Spring 2019 End-of-Term Reports (Christine Gorowara)

- Christine reviewed the 2019 End of Term Report and compared to 2018 we are reporting basically the same numbers. The only abnormality is the Dean's List numbers, where there is a difference of 622. It was suggested that the criteria for making the dean's list has changed and that could be the reason why the numbers for this year are drastically lower.
2. Capstone Evaluation Data 2018-2019 (Christine Gorowara)
 - Review at next month's meeting.

Meeting adjourned 2:30 pm