

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
September 11, 2002

Present: B. Bartoletti, D. Cheek, R. Conjura, R. Conway, V. Edwards, J. Goebel,
K. Gordon, C. Liebars, G. Lipton, E. McFeely, B. Mehlman T. O'Connor,
K. Rotter, J. Schwarz, S. Sherman, M. Taylor, P. Tate.

Excused: F. Kolp

Absent: P. Cohen, K. Finkral, K. Malley

- I. NOTE: Room location change – all TEAC meetings will be held in Forcina 321.
- II. Distribution of Materials – Schedule of meetings distributed, and membership roster was circulated for corrections that need to be made.
- III. Welcome and Introductions – welcome from new Dean and welcome to new and first-time TEAC members.
- IV. Dr. O'Connor explained the present and future issues for teacher education in general, and the School of Education at TCNJ.
- V. TEAC charges and responsibilities were reviewed:
 - A. TEAC is a connection between departments both in the School of Education and the other schools with teacher preparation programs.
 - B. TEAC is a policy making body for TCNJ programs of professional education.
- VI. Overview of 2002-2003 Priorities/Tasks
 - A. Curriculum transformation will happen through a democratic process.
 - B. Various groups (CT, AAC, SOAC) and TCNJ governance committees and councils will need to participate.
 - C. TEAC members in different departments will need to work closely together.
 - D. Accreditations:
 1. NCATE Continuing - Student outcome assessment work should be folded into the curriculum transformation work.
 2. NCATE continuing – Review secondary education programs; also enhance organizational structure and communication between EASE department and content area departments.

3. Middle States: Prepare for upcoming accreditation report/visit.

VII. Future Agenda Items

- A. Announcement: Grant Wiggins will speak to the Campus Community on September 18th at 12:30 p.m. in the Music Building regarding designing learning centered curricula and courses. All faculty are urged to attend.

The College of New Jersey
Teacher Education Advisory Council

TEAC
Minutes
September 25, 2002

Present: B. Bartoletti, D. Cheek, R. Conjura, R. Conway, V. Edwards, J. Goebel, K. Gordon, F. Kolp, L. LeBano, C. Liebars, B. Mehlman, T. O'Connor, K. Rotter, J. Schwarz, S. Sherman, M. Taylor, P. Tate

Excused: P. Cohen

Absent: G. Lipton, K. Malley, E. McFeely

The Dean welcomed everyone, minutes from 9/11/02 were distributed and approved as written.

I. Announcements

A. The roster of TEAC members was distributed.

B. S.T.E.P. Announcements:

1. B. Bartoletti announced that approximately 600 field placements for Fall 02 have been made for teacher education candidates in various field-based courses including student teaching.
2. A list indicating schools that are hosting students teachers/Interns II was distributed.
3. November 20th is the Culminating Conference for all Fall 2002 student teachers and Intern II. The all-day conference will be held in Forcina Hall.
 - a. A contract is pending for Ron Clark to provide the keynote address. TEAC members and teacher education faculty are invited to lead a rountable at the conference.
 - b. TEAC members and teacher education faculty are invited to lead a roundtable at the conference. Contact Bob or Vikki in the STEP Office at x 2327 or 2528.
 - c. S.T.E.P. hopes to host Ron Suskind at the keynote speaker for the Spring 2003 Culminating Conference.
4. A dinner will be held for cooperating teachers on November 13, 2002. A panel discussion will follow the dinner.

5. Vikki Allen-Edwards, Ginny Brown and Jennifer Pirone are to be commended for their work in arranging placements, planning PDSN events and coordinating S.T.E.P./SOE related activities.

II. Discussion/Action Items

- A. G.P.A. State Requirement for Initial Certification – The State Board of Education published proposal to lower the required GPA was distributed. R. Conjura described the proposal which might be adopted in November or December 2002.
 1. Discussion followed.
 2. Dean O'Connor will locate information on TEAC's Spring 2002 decision to support state flexibility in approving a GPA amendment to the NJ. Administrative Code.
- B. TCNJ's G.P.A. Requirement – the following motion was made, seconded, and approved:

“TEAC opposes lowering the current 2.75 G.P.A. standard for initial NJ teacher certification.”
- C. K. Rotter described the States' process of recording written comments from constituents.
 1. J. Goebel will draft a statement we can submit to the State Board as individuals and/or as the Teacher Education Advisory Council. The statement will be emailed to TEAC members.
 2. Discussion will continue at the next meeting.

III. TCNJ Discussion Items

- A. TEAC's role: TEAC's role in the Education Unit at TCNJ was described by the Dean, as coordinator; strategic recommendations, and policy review.
- B. Curriculum Transformation: The Dean described learning-centered teaching and implications in re-designing the curriculum. Information was distributed, followed by discussion.

IV. Other

The next TEAC meeting is scheduled for October 9, 2002 in Forcina Hall 321, at 12:30 p.m.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
October 9, 2002

Present: B. Bartoletti, D. Cheek, P. Cohen, R. Conjura, K. Finkral, K. Gordon, S. Hydro, F. Kolp, L. LeBano, C. Liebars, E. McFeely, B. Mehlman, T. O'Connor, K. Rotter, J. Schwarz, S. Sherman, M. Taylor

Excused: J. Goebel

Absent: R. Conway, V. Edwards, G. Lipton, K. Malley, P. Tate

Revision to minutes of September 25, 2002 meeting.

I. B, #4 → the dinner for cooperating teachers will be Thursday, November 21st from 6-9pm in the Brower Student Center, Room 202.

- We will recognize the efforts of cooperating teachers and share information.

The minutes from the September 25th meeting were approved with the correction above.

I. Announcements by Dean O'Connor

1. A letter was distributed regarding the Hanna Grace Fehn Memorial Scholarship Endowment Fund.

2. PDSN Superintendents and others will meet with us concerning what are attributes of highly qualified teachers as identified by those in the field. Susan Hydro identified the 4 groups scheduled to meet:

1. PDSN Superintendents – October 15, 2002
2. Mentoring PDSN Teachers- October 24, 2002
3. TCNJ Alums – October 24, 2002
4. Current Undergrads – October 29, 2002

It was suggested that District supervisors could be involved.

Please refer TCNJ alums to Susan Hydro. We are looking for alumni who are currently teaching, especially at the secondary level.

3. Paul Cohen distributed an article regarding teachers who are teaching out of their content area.

4. On October 28th, Governor McGreevey will convene a meeting at TCNJ on attracting math/science teachers to New Jersey. Contact Sharon Sherman for information.

5. Dean O'Connor discussed the October 30th , retreat for TCNJ faculty involved in teacher education. The lunch and discussion will begin at 12:30pm at the Mercer County Park Boathouse.

6. Sharon Sherman announced that the State of New Jersey a \$10 million Teacher Quality Enhancement Grant. The money is aimed at redesigning and strengthening teacher preparation and retention. Funding is provided for:

1. Licening Reform
2. Mentoring of new teachers
3. Development of innovative alternate route programs

TCNJ could participate through transformative change in the School of Education, program innovation stipends, and training for mentor teachers.

II. Action Items

1. The GPA Proposal drafted by the NJ State Board of Education.

The draft letter to members of the NJ State Board of Education was discussed. Minor revisions were made and approved by consensus. Joe Goebel will revise and distribute the letter soon via email. The letter will be sent as a “we” document from TEAC as a group. Individuals are encouraged to send individual letters also.

III. Discussion Items

1. Marcia Taylor will lead a group on enhancing inter-departmental relationships.

2. Curriculum Transformation Process

- What is curriculum transformation?
- How are we going to do it?

A handout was distributed which summarized 4 elements of transformation.

Dean O'Connor described 3 elements of teaching.

1. Classroom Performance
2. Design – in higher education, this aspect is often left out
3. Foundation – content area, pedagogy, aptitude

In developing a learning-centered model:

1. A coherent body of subject matter is needed
2. Good teaching methods are needed

The dilemma is: How can we provide evidence that students changed because of #1 and #2 above? We need to develop curriculum so that students succeed in reaching higher levels of thinking skills.

Discussion followed.

A timetable for the stages of curriculum transformation will be forthcoming.

IV. Other

The next TEAC meeting is scheduled for Wednesday, October 23rd at 3:30pm in Forcina 321.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
October 23, 2002

Present: D. Cheek, R. Conjura, V. Edwards, K. Gordon, S. Hydro, L. LeBano, C. Liebars, G. Lipton, E. McFeely, B. Mehlman, T. O'Connor, K. Rotter, J. Schwarz, S. Sherman, P. Tate

Excused: B. Bartoletti, R. Conway, K. Finkral, J. Goebel, F. Kolp, M. Taylor

Absent: P. Cohen, K. Malley

The minutes from the October 9th meeting were approved as read.

I. Faculty in the Educ. Unit are invited to the off-campus retreat next Wednesday, October 30. Dean O'Connor reviewed the retreat schedule:

12:00 pm – Begin Arrivals

12:30 – 1:00pm – Welcoming/Socialize

1:00pm – We will have lunch and discuss the framework with reference to the curricular transformation

2. Susan Hydro distributed information about a summer institute at colleges/universities where our students can apply to work as counselors/teaching assistants.

3. November 27th TEAC meeting is cancelled due to the Thanksgiving break.

II. Action Items

- None

III. Discussion Items

1. Staffing for 2003-04

-It is recommended that approaches to new hires be interdisciplinary in nature.

-Within the SOE, there may be several faculty lines available.

-TEAC members are encouraged to see the Dean with ideas regarding searches for new faculty

2. Curriculum Transformation

- The COD, Council of Deans, met and discussed the transformation.
- Dean O'Connor distributed information containing draft ideas for curriculum transformation.
- Developmental Theory was discussed
- Our task is to look at our conceptual framework in terms of what students should know and be able to do upon program completion – and then identify and articulate knowledge and skills at certain points along their program.
- In general, goals for each course are:
 1. Consolidate knowledge (up to this point)
 2. Challenge learning to move to the next step
- Field experiences for prospective educators were discussed

IV. Other

The next TEAC meeting is scheduled for Wednesday, November 13th, at 12:30pm in Forcina 321.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes

November 13, 2002

Present: V. Allen-Edwards, B. Bartoletti, D. Cheek, R. Conway, R. Conjura, K. Finkral, J. Goebel, K. Gordon, S. Hydro, F. Kolp, L. LeBano, C. Liebars, G. Lipton, E. McFeely, T. O'Connor, K. Rotter, J. Schwarz, S. Sherman, P. Tate, M. Taylor

Excused: B. Mehlman

Absent: P. Cohen, K. Malley

I. Announcements

1. Reminder – cancellation from 11/27 TEAC meeting
2. On-campus recruitment- handed out flyer- any questions call Career Services
3. State GPA change – despite our efforts, the state did lower GPA for a 1-year “window.” We notified faculty, students, etc. that TCNJ standard remains 2.75 for entrance to student teaching for graduation, and certification.
4. Other - We’ll be receiving 9 replacement lines in SOE.
-very interested in interdisciplinary faculty lines→ instrumental or not, Terry will e-mail TEAC with possible opportunities; let him know of your department’s interest

II. Action Items

- None

III. Discussion Items

1. Retreat follow-up
 - Retreat was held on October 30th
 - Purpose – to think of curriculum in more developmental terms; what are stages based on framework? What are the learning centered steps? This was a way to begin the thought process
 - Handouts of 4 stages → as a way to show summary of discussions at retreat (time to review on own)
 - Eliza- what about learning styles? What about stages of moral development (Colbert, Piaget)? Can everyone reach the last stage? If not, are we leaving

people out? Can you make someone move forward to another stage? Terry talked about layers of development here. Yes, these are questions to discuss.

Dallas- are epistemological stages naïve? Terry talked about the book “Theory of Everything”

Eliza- most of her students reach 3rd stage, just a few reach the 4th stage. How can she help more students reach the end stage? Terry talked about Marcia Baxter Magolda’s (1980s) book on college-level development and William Perry – moral and intellectual development at the college level (failures at Harvard- 1960s)- students work in the wrong way; (1970s) Man, Belenky – women’s way of knowing- stages are different than those of men. Marcia Baxter Magolda integrated work of Perry & Belenky → 70% enter at stage 1; then she tried to work backward and design what needs to be done in college to move students from stage to stage

Terry has Perry’s 4 paragraphs

Joe – can’t say he has ever had a student who fit stage 4 completely- is this appropriate for student teachers or is this a few years out?

The question of mentoring was raised--- what’s the model for that?

Dallas- understands 1st stage in terms of perception of teaching, but not of other aspects of knowing, etc. Terry- Robert Kegan- adult development; are graduates in over their heads? If model is static- doesn’t work well → needs to be dynamic

- Brief summary of “retreat sheets”

- The stages are as follows:

1. Salmon sheet – unconsciously unskilled → students think in concrete terms and in ‘black and white’; they don’t know what they don’t know
2. Tan sheet – consciously unskilled → students are beginning to be aware that learning is ‘individualize’ and ‘relative.’ They realize that they “don’t know.”
3. Gold sheet – consciously skilled → students view learning as dynamic, involving questioning and analysis. They realize that learning is a developmental process—they know that ‘they know.’
4. Yellow sheet—unconsciously skilled → students automatically reflect and revise thoughts, skills and dispositions. They know what they know- it is understood that ‘they know.’

Next Steps → Next semester, we will need to move forward. In more practical terms, using our work as a base, begin to design courses and programs

IV. Other

The next TEAC meeting is scheduled for Wednesday December 11th, at 12:30pm.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
December 11, 2002

Present: M. Armiger (for S. Sherman), B. Bartoletti, R. Conjura, R. Conway, K. Finkral, J. Goebel, K. Gordon, S. Hydro, C. Liebars, E. McFeely, R. Mehlman, T. O'Connor, K. Rotter, P. Tate, M. Taylor

Excused: D. Cheek, V. Edwards, F. Kolp,

Absent: P. Cohen, G. Lipton, K. Malley, J. Schwarz

The minutes from the November 13th meeting were approved as read.

I. Announcements

- Dean O'Connor discussed curriculum transformation in reference to the School of Education retreat, the November 13th TEAC meeting and open discussion forums he has scheduled.

II. Action Items

- None

III. Discussion Items

A. Student Assessment – TEAC & SOE

- Will look at the existing evaluation tool (evaluation of student teacher/intern by cooperating teacher)
- As a larger issue, we many want to examine how we evaluate students throughout programs
- Discussions followed → consensus was to revise the evaluation tool and bring it back to TEAC members who will discuss it will departments
 - Volunteers are: Kathy Rotter, Joe Goebel and Roberta Conjura

B. Grading Process for Student Teachers/Interns

- The grading process for student teachers/interns was discussed. Several issues were raised including grade inflation, the job search and the nature of 'A' work.

C. Standards

- TEAC members had received copies of the teaching standards drafted by the NJ Professional Teaching Standards Board
- NJ is moving towards adopting this set of ten standards for entering the profession and for novice teachers and welcomes input from the field and other stakeholders

- Dispositions (qualities of good teachers such as enthusiastic, creative, caring, believing all children can learn, etc) are not included in the standards. Many TEAC members strongly support dispositions as being crucial to good teaching. However, successful meeting of dispositions may be difficult to measure.
- What is at stake? Upon adoption, these standards will serve as basis in NJ for teacher preparation and certification in NJ as well as for novice teachers and their mentoring team.

IV. New Business

- If any supervisors need an electronic form of the evaluation of student teachers/interns, please look on the student teaching website or contact Roberta Conjura.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes

February 12, 2003

Present: S. Sherman, B. Bartoletti, R. Conjura, R. Conway, K. Finkral, J. Goebel, K. Gordon, S. Hydro, C. Liebars, E. McFeely, R. Mehlman, T. O'Connor, K. Rotter, L. LeBano, V. Edwards, D. Cheek, P. Cohen, F. Kolp, K. Malley, J. Schwarz, G. Lipton

Excused: P. Tate, M. Taylor

I. Announcements

- Minutes from the December 11, 2002 TEAC meeting were approved
- The Dean briefly explained that the need for budget cuts is a reality, but no decisions have been made regarding the School of Education or program restructuring to meet the needs.

II. Action Items

- None

III. Discussion Items

1. Student Teaching Fees for Cooperating Teachers

- Bob Bartoletti, PDSN Director, discussed the following possibilities:

- Raising the fee paid to teachers for working with student teachers to ensure the continuance of a supply of cooperating teachers
- To offer each cooperating teacher one 3 SH graduate course for hosting a student teacher for a semester
- To increase the 'stipend' gradually
- The College could implement a student teaching or "lab" fee for students

-Dean O'Connor followed up, explaining that in many colleges/universities, students pay a student teaching fee

-Dallas Cheek suggested that we survey other NJ colleges/universities → do they charge students a student teaching fee? Roberta will gather information from other institutions.

-TEAC members strongly agree that the quality of cooperating teachers should be ensured if their stipends are raised. Each TEAC member should discuss this issue in his/her individual department.

-The matter will again be raised at the next TEAC meeting (Feb 26th).

2. Curriculum Transformation

- The Dean discussed the process for approving transformation courses. The Provost's office developed a sheet, which was distributed, generally describing the process.

-College administrators plan that curriculum transformation will move ahead in light of recent budget developments

- Transformation program changes must:

- Meet the guidelines of accreditation, state requirements, college standards, professional organizations, etc
- "Fit" as a total program of study, into a 4- year sequence

- TEAC as a group will do a general review of programs after the following, as Sharon Sherman suggested:

- Departments will briefly present their programs to TEAC
- Documents will be available on website. TEAC members can review courses
- TEAC members will discuss the within departments and bring back to TEAC for individual approval

3. Student teaching evaluation tool revision → a committee will soon meet

IV. Other Business

- The Secondary Education department will meet with content area departments to work with planning conceptual transformation
- The next TEAC meeting will be Wednesday, February 26th at 3:30pm in FH 321.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes

March 26, 2003

Present: S. Sherman, R. Conjura, R. Conway, K. Finkral, J. Goebel, K. Gordon, S. Hydro, C. Liebars, T. O'Connor, K. Rotter, V. Eduwards, D. Cheek, F. Kolp, J. Schwarz, P. Tate, M. Taylor

Excused: B. Bartoletti, L. leBano, E. McFeely

Absent: P. Cohen, G. Lipton, K. Malley, R. Mehlman

I. Announcements

- Minutes from the February 12, 2003 TEAC meeting were approved as stands.
- The February 26, 2003 meeting was cancelled – Dean O'Connor was ill.

II. Action Items

- Kathy Lebars explained and distributed the proposed MATT (Secondary Ed. Math teacher prep) program under transformative change.
 - TEAC members should discuss the program with their departments and be ready to act on the draft on April 9th

III. Discussion Items

1. Supervisor's Summative Evaluation

-A draft form was distributed which varies from the current form in 1 way: a description of the evaluation and grading process is described.

2. Assessment of student teachers/interns by cooperating teachers

-A draft form was distributed, which is a 3 page evaluation based upon revisions and consolidation of the form currently used by cooperating teachers

-In some specialized programs, it is appropriate to add elements to be assessed (i.e.: science labs). Departments will need to develop and forward items to STEP.

-Sharon Sherman mentioned that adoption of the instrument needs to involve a validity study.

-TEAC members should receive the document via email, discuss it within their departments, and be ready for action at the April 9th TEAC meeting.

3. Student Teaching Fees

- We are developing a proposal for a new fee structure that enables an increase in the amount paid to cooperating teachers. Among the options are to implement a student fee for student teaching and/or obtain grant money or other funding.

4. Curriculum Transformation Process

- Divide the School of Education into divisions according to teaching levels/subject areas:
 - o Early Childhood and Elementary Education, Secondary Education content areas, and Educational Administration
 - o Special Populations: Special Education and Language Communication Sciences
 - o Health and Exercise Science and Counselor Education
- The following issues would be met:
 - o Some courses may be common to all programs
 - o Collaboration across programs is embedded in the structure

A 'white paper' was distributed describing a model of restructuring the SOE.

IV Other Business

The next TEAC meeting will be Wednesday, April 9th at 12:30p.m.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
April 9, 2003

Present: B. Bartoletti, P. Cohen, R. Conjura, R. Conway, K. Finkral, J. Goebel, S. Hydro, C. Liebars, K. Rotter, V. Edwards, D. Cheek, F. Kolp, J. Schwarz, P. Tate, G. Lipton, E. McFeely, R. Mehlman

Excused: M. Taylor

Absent: K. Malley, K. Gordon, S. Sherman, T. O'Connor

I. Announcements

- Susan Hydro presided over the meeting in the Dean's absence
- Minutes from the March 26, 2003 TEAC meeting were approved

II. Action Items

- MATT (Math Education undergraduate) transformed program
 - The issue was raised that math courses are different in math liberal arts and math teacher preparation. This could present a problem with state approval
 - The math department will prepare a description and justification for the state
 - There are the same total number of courses/credits are in both programs
 - Also, math coursework is equivalent in terms of lower level courses and upper level courses
 - A motion was made and seconded that the proposed MATT program be approved as presented as long as general education and professional education requirements will "fit into" programs when total curriculum transformation occurs. State approval is also needed.
 - All in favor – 17
 - Abstain -- 1, the abstention was explained → more information regarding the total program is needed

III. Discussion Items

- Field Experience Evaluation
 - Kathy Rotter said that comments are being compiled. The committee will meet and a revised student teaching assessment tool used by cooperating teachers will be presented to TEAC members shortly

- Subject area specialized evaluation items
 - An evaluation sheet was distributed by Frank Kolp; the physics department submitted items to be added for science student teachers
- Any other departments who prepare assessment items specific to their program should forward information to the STEP office
- Curriculum Transformation Process
 - Dean O'Connor will circulate an RFP soliciting interested faculty to participate in the transformation change planning over the summer

IV. New Business

- Joe Goebel raised the issue of faculty load. As proposed under the transformation, supervisors of student teachers (and school nurse & speech/language clinical students) will receive substantially less faculty load hours for additional supervisory work.
 - Cathy Liebars and Joe Goebel responded and will send their responses to Susan
 - TEAC members will email Susan Hydro
 - **Note → this issue was later addressed and the document containing this information will be revised
- The next and final TEAC meeting for the academic year will be held on Wednesday, April 23rd at 3:30pm in Forcina 321

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
April 23, 2003

Present: S. Hydro, R. Conjura, B. Bartoletti, V. Edwards, P. Cohen, J. goebel, F. Kolp, C. Liebars, G. Lipton, K. Malley, K. Rotter, M. Taylor, J. Schwarz

Excused: S. Sherman, T. O'Connor, R. Conway, K. Finkral, P. Tate, D. Cheek, R. Mehlman

Absent: E. McFeely, K. Gordon

I. Announcements

- Assistant Dean Susan Hydro presided over the meeting in the dean's absence.
- Minutes from the April 9, 2003 TEAC meeting were approved as read.
- Susan explained that the CFA document is now being reviewed/revise. The faculty load issue for the supervision of student teachers has been raised.

II. Action Items

- Culminating field assessment form (by cooperating teacher)
 - A discussion took place regarding the sharing of information among the supervisor and cooperating teacher concerning progress and performance of student teachers.
 - The revised "draft" assessment tool used by cooperating teachers for student teachers was approved.
 - The "draft" addition to the supervisor's summative evaluation form was approved.
 - Two statements were added to the explanation sheet which accompanies the assessment tool completed by cooperating teachers:
 - #7 – This form must be shared with the supervisor. The student teacher will maintain all written assessment and feedback from all supervisors and the cooperating teacher.
 - #8 – For secondary education programs, the School of Education supervisor will contact the subject area supervisor to provide input regarding the students and final grade. A list of subject area supervisors and content area supervisors will be available to all those involved in the student teaching assessment.

III. Discussion Items

- College testimony to the State concerning proposed N.J. Administrative Code for teacher preparation programs.

- Following a discussion, it was decided that Susan and Roberta Conjura will discuss this issue with the Dean.
- GPA issue for JPE students and student teachers
 - The following requests have been made to Caroline Miller, dean of Records and Registration, regarding undergraduate teacher education candidates:
 - Students would be ‘flagged’ preventing registration if the required GPA is not achieved.
 - Departments can ‘flag’ a student preventing registration.

This concludes TEAC meetings for the 2002-2003 academic year. TEAC members are thanked for their work.