

**The College of New Jersey
Teacher Education Advisory Council (TEAC)**

Minutes
September 24, 2003

Forcina 321

3:30 pm

Present: T. O'Connor, S. Hydro, R. Conjura, D. Cheek, J. Goebel, K. Finkral, F. Kolp, C. Liebars, G. Lipton, E. McFeely, E. Meixner, K. Gordon, J. Eberly, P. Tate

Excused: R. Bartoletti, V. Edwards, R. Conway, M. Taylor

Absent: B. Dixon, K. Malley

I. Announcements

A. Praxis Test Dates

- Roberta Conjura will e-mail graduation, certification, and testing information for students to TEAC members this week.

B. Advising Flow

- Dean O'Connor discussed the new advising flow to serve as a mechanism to provide advisement to students. Assistant Dean Susan Hydro discussed the plan and distributed the flow chart.
- A group of five faculty members serve as advising specialists; they will address specific issues.
- Advisement for secondary education majors was discussed, as students major in their subject area and in education. Some departments manage list-serves to provide information to secondary education students.

II. Action Items

III. Discussion Items

A. Administrative Code

- Several pages of the proposed New Jersey Administrative Code were distributed. Adoption is expected in December, 2003, by the State Board of Education. Several items in the code were discussed, such as:
 - State adoption of a set of standards for professional educators.
 - Major revisions in certificate requirements for middle school and special education teachers.
 - Requirement for all college professional education 'units' to be nationally accredited.
 - Credit hour requirements regarding general education, arts and sciences majors, and professional preparation sequences in approved college programs of professional education.
 - Requirements for post-baccalaureate and graduate-level teacher preparation programs are addressed for the first time.
- The entire document can be accessed at nj.gov/njded/code - under title 6A, Chapter 9 – click on “Proposed Repeal...”

- Lois Smith will talk with us about this code on October 8th at 12:30 in FH 130. Lois is the Manager of the Office of Higher Education Quality Initiatives within the NJ State Department of Education.

B. TCNJ Curricular Transformation

- The Dean stressed the need to collaborate in order to meet standards and requirements regarding: college curriculum transformation, NCATE, NJ Department of Education, NJ Core Curriculum Content standards, professional organizations, and highly qualified teachers as mandated by “No Child Left Behind”.
- Barbara Strassman will be coordinating transformation for the School of Education and will be meeting with faculty, chairs, and deans during the year. A time table has been established for restructuring programs. A November deadline has been set.

The next TEAC meeting will revolve around the proposed NJ Administrative Code and its’ impact upon the re-structuring of our programs. The most recent proposal has been uploaded (see III A. for the URL). All chairs and faculty are invited. The discussion will be at 12:30 on October 8th in FH 130.

**The College of New Jersey
Teacher Education Advisory Council**

TEAC

Minutes
October 8, 2003

12:30 pm

Forcina 130

In September, it had been decided that the format of the October 8th TEAC meeting would be changed.

Lois Smith, Manager of the Office of Higher Education Quality Initiatives, was asked to discuss the proposed New Jersey Administrative Code (NJAC) with faculty and administrators as it relates to New Jersey colleges' programs of professional education. Lois' office resides within the Office of Academic and Professional Standards in the NJ State Department of Education. Lois Terlecki, Administrative Assistant to Ms. Smith, also represented the State DOE.

Approximately 40 faculty members and administrators attended the session.

Lois presented transparencies and explained relevant sections the proposed code, including:

- Required areas of study
- Credit policies for approved programs
- Academic requirements for certification candidates
- Changes in certification/licensure rules

Information was distributed regarding the NJAC.

No Child Left Behind (NCLB) legislation was discussed, which mandates that all teachers in public schools must meet "highly qualified" standards.

NJAC and NCLB policies and requirements will most dramatically affect practicing teachers and teacher candidates in elementary and special education. Teachers will need to document competence in specific grade levels and subjects that they are eligible to teach.

Faculty members asked questions regarding these complex issues; these issues will impact our decisions as programs are re-structured under current curriculum transformation efforts.

TEAC members are asked to discuss these issues within their departments.

The next TEAC meeting is scheduled for Wed., October 22nd at 3:30 pm in Forcina 130. This will be an open meeting regarding the Transformed Teacher Preparation Program. All Deans and Department Chairpersons will be invited, as well as any interested faculty.

**The College of New Jersey
Teacher Education Advisory Council**

TEAC

Minutes

October 22, 2003

4:00 pm

Forcina 130

The meeting was open to the campus community. The intent was to discuss curricular transformation, as a follow-up to the October 8th TEAC meeting, and to further plan the process of designing restructured programs.

Dean O'Connor and Barbara Strassman facilitated the meeting. Approximately 40 faculty members and administrators attended the session. Barbara outlined and described an overview of transformed programs in professional education. Preliminary drafts indicating overviews of subject area 4-year sequences and professional 4-year sequences in various programs were distributed. The group discussed the complex arrangement of including liberal arts, content areas majors, and professional sequence requirements within approximately 32 "units" in developmental four-year programs of study.

Requirements of the proposed New Jersey Administrative Code for college programs were reviewed. Also, NCATE and *No Child Left Behind* (NCLB) requirements need to be addressed in all programs.

It was decided that the next step is to conduct joint planning meetings with faculty in professional ed. departments and in "content area" departments. Barbara will contact designated faculty to schedule meetings.

At the next meeting,.....

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

Respectfully submitted,
Roberta Conjura

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
November 12, 2003

12:30 p.m

FH 321

Present: D. Cheek, R. Conway, B. Dixon, J. Eberly, K. Finkral, J. Goebel, K. Gordon, S. Hydro, F. Kolp, C. Liebars, E. McFeely, E. Meixner, T. O'Connor

Excused: B. Bartoletti, R. Conjura, V. Edwards, K. Malley, G. Lipton, M. Taylor

Announcements

Student teaching registration deadlines and meeting dates were distributed and reviewed. (Note: These dates have been set by/with department chairs.)

Action Items

None

Discussions Items

Curriculum Transformation

1. The Dean reviewed the current status of curriculum transformation – where we are in the School of Education and content areas.
2. Reminder that transformation in the School of Education is back-dropped by No Child Left Behind (NCLB) and the soon-to-be adopted State Code which is limiting us to 30 credits for all teacher prep courses including student teaching.
3. How current politics fold into the new state codes was also discussed.
4. We need to look for creative ways to address fitting all requirements into a 7.5 course program.
 - same goes for the faculty workload issue. A number of options are currently being discussed.
5. A revision of the document that Barbara Strassman previously handed out was distributed – The Coherent Content Majors Projected Course Sequence –
 - This revised document was reviewed and discussed.
 - The SOE programs will be using some of the Liberal Learning slots for Education courses

ie – the Intro to Ed course (a foundations course) will fit into Liberal Learning so it's not in 1 of the 7 professional education slots.

- This raised some questions and concerns on how content areas requirements will be met. These issues were discussed and representatives were referred to the SOE SOCS site containing all of the proposed 4-year sequences.
 - The plan is to double count everything that can possibly be double counted.
 - There still needs to be more coordination between the content area programs and the education programs.
 - The college is trying to allow for more flexibility; however currently none of our programs have flexibility – there is no room for electives.
 - o Major prerequisites are filling possible elective slots.
6. Conversations need to move another, deeper level.
- Barbara Strassman and the Dean are drafting a letter to Deans and Chairs to address the next level of details that still need to be worked out.
7. The students' ability to complete a program in 4 years was also discussed.
- The State requires 2 field experiences prior to student teaching; and student teaching for certification.
 - At 7.5 courses there is already concern about NCATE accreditation and State Certification; but the State will be willing to work with the 30 credit limit after the code is passed.
 - Does TEAC want to move toward making Teacher Prep programs 9 semester programs?
 - SPED is considering a model for a 5 – year program in order to fit in all the mandated requirements.

Student Outcome Assessment

1. Once all the courses come through the transformation process they will be folded into an Assessment Plan for Middle States Accreditation.
2. There is a \$50,000 grant from the state to make adjustments to Standard-Based Programs. There is a group forming to work on what it should look like.
 - By mid-semester they should have a framework prepared and we'll invite programs to get together to work out details on how each program fits the framework.
 - more details in the spring.

Other Business

None

Future Agenda Items

The next TEAC meeting is scheduled for Wednesday, December 10th at 12:30 p.m. – 1:50 p.m. in FH 321.

The College of New Jersey
Teacher Education Advisory Council

TEAC

Minutes
January 28, 2004

3:30 p.m.

Forcina 321

Present: B. Bartoletti, D. Cheek, R. Conjura, J. Eberly, K. Finkral, J. Goebel, K. Gordon, S. Hydro, C. Lekbars, G. Lipton, E. McFeely, E. Meixner, T. O'Connor, P. Tate

Excused: R. Conway, F. Kolp, M. Taylor

I. Announcements

II. Action Items

III. Discussion Items/Curriculum Transformation

A. Terry O'Connor distributed the following drafts of transformed programs:

- Health and Physical Education
- Spanish Education
- A number of Secondary Education programs
- A number of Elementary/Early Childhood education programs
- One Deaf and Hard of Hearing Education program

B. Curricular transformation and all teacher education programs include:

1. Major courses in an arts and science content field courses, usually 11 ½ to 12 transformed units
2. Professional education courses: 7 ½ (transformed) units – maximum
3. Liberal learning courses: usually 11 – 13 transformed units
4. Many of these courses will overlap in 2 of these areas. The group discussed:
 - a. The professional education sequence and field experiences.
 - i. Departments must collaborate, so that the amount of time and schedule for sophomore and junior field work fits into student's schedules along with other classes.
 - b. Courses taken along with student teaching and it's seminar.
 - c. A concern was expressed that the junior professional experiences and student teaching are being "valued" equally in terms of "units".
 - d. The half-unit literacy course: should it be taken along with student

Teaching? Under transformation, the policy regarding student full-time status is important.

5. For programs distributed, departments should e mail the dean and Barbara Strassman with corrections or revisions as soon as possible at occonnort@tcnj.edu and strassma@tcnj.edu.
6. For programs that have not been submitted yet: departments need to e mail the most current version of a 4-year sequence to Terry O'Connor and Barbara Strassman as soon as possible at occonnort@tcnj.edu and strassma@tcnj.edu.
7. It is expected that TEAC will vote to approve transformed programs at the February 11th meeting.

IV. Other Items

- A. Roberta Conjura briefly discussed the newly adopted NJ State fee schedule for certification, "grandfathering" currently matriculated students under "old" programs, and program alignment with the newly adopted code.
- B. The next TEAC meeting will be Wednesday, February 11, 2004 at 12:30 in FH 321.

The College of New Jersey
Teacher Education Advisory Council

TEAC

**Minutes
February 11, 2004**

12:30 p.m.

Forcina 321

Present: R. Conjura, J. Eberly, V. Edwards, K. Finkral, K. Gordon, S. Hydro, F. Kolp, C. Liebars, G. Lipton, K. Malley, E. McFeely, S. Sherman, M. Taylor

Excused: B. Bartoletti, D. Cheek, R. Conway, P. Tate

I. Announcements

II. Action Items

A. Curriculum Requirements

- Curriculum requirements were distributed; these requirements for N.J. college teacher preparation programs appear in the “new” N.J. Administrative Code, Title 6A, Chapter 9, sub-chapters 9 and 10. All TCNJ transformed programs must attain state approval according to alignment with the requirements as legislatively adopted in the code. Specific requirements are described regarding “general education” content area majors, and professional education areas of study.

B. Professional Education Sequences

- Professional Education Sequences were distributed indicating courses for students in: Deaf Education, Elementary Education, Early Childhood Education, and Special Education.
- Courses comprising the sophomore and junior professional “blocks” were described in the program. **Special Education will move to a 5-year program in order to meet requirements for teachers.** Gary Lipton motioned that TEAC approve the 4 professional education sequences as presented and Marcia Taylor seconded the motion. The motion carried with 9 in favor, 0 oppositions, and 1 abstention.

C. Discussion Regarding Secondary Education Programs

- A chart was distributed which designated the number of subject matter course units in content department areas offering teacher preparation programs in Elementary, Early Childhood, Deaf and Special Education. There was a discussion pertaining to secondary education programs which are not ready designed and transformed as yet. Eliza McFeely expressed

concern regarding the need for improved collaboration among the secondary education department and the content area departments. The credit load for student teaching was discussed. Individual TEAC representatives approved the number of course units in his/her department respectively (for the 4 programs discussed):

<u>Department</u>	<u># of Courses</u>	<u>TEAC Representative</u>
English	11	E. Meixner
History	11	E. McFeely
Math	12	C. Liebars
Biology	12.5	G. Lipton
MST	10	K. Finkral
Art	10	M. Taylor

*The following programs were not represented: Spanish, Sociology, and Psychology

- Gary Lipton moved to accept the designated number of subject matter course units as approved by the TEAC representatives present; Frank Kolp seconded. All present were in favor. The motion carried.
- In a continued discussion regarding Secondary Ed programs, Cathy Liebars presented the transformed “MATT” program in terms of a 4 year sequence, as well as in terms of courses in professional education and the math discipline.

III. Other Business

- In order to resolve programmatic issues, Eliza McFeely suggested meetings by school- i.e.: School of Culture and Society (English; History; Spanish) meet with School of Education/Secondary Education
- School of Science (Biology; Physics; Chemistry; Math) meet with School of Education/Secondary Education
- Frank Kolp brought up that the Physics Department has not yet received approval for the transformed physics major.
- K – 12 Programs of Health and Physical Education/ Art Education/ Music Education/ and Technology Education need to move forward with transformed programs.
- February 18th is the deadline for the submission of Fall '04 schedules. The Scheduling Grid should be finalized today, February 11th.
- The next TEAC meeting is scheduled for Wednesday, February 25th at 3:30 p.m.

**The College of New Jersey
Teacher Education Advisory Council**

TEAC

**Minutes
February 25, 2004**

3:30 p.m.

Forcina Hall, 321

Present: D. Cheek, K. Gordon, B. Hinitz, S. Hydro, F. Kolp, C. Liebars, E. Meixner, M. Taylor

Excused: R. Conway, J. Eberly, K. Finkral, J. Goebel, E. McFeely,

I. Announcements

- Minutes of February 11, 2004 were approved. Joe Goebel was excused, rather than absent.

II. Action Items

III. Discussion Items/Curricular Transformation

- 1.) *General Teacher Education Programs*- The Dean reviewed all teacher preparation programs under the curricular transformation. We must meet State and NCATE requirements including:
 - *Professional Education Sequence*: Must stay within 7.5 units (30 credits)
 - *Liberal Learning courses*: Must meet NJ Core Content Curriculum Standards. Teacher preparation programs will utilize different TCNJ options for liberal learning.
 - *Content Area Major*: Determined within departments of the School of Culture and Society, the School of Science and the School of Engineering
 - *Other Requirements for Teacher Preparation*: Study in child/adolescent development (behavioral sciences), concepts of the teaching of literacy, numeracy, and students with special needs and teaching linguistically diverse students are required under the NJ Administrative Code Standards.
- 2.) *Transformed Professional Education Sequences*- for Early Childhood and Elementary Ed, Special Ed, and DHH were approved during previous TEAC meetings. Transformed content area major course units for the above four programs were approved in: Art, English, History, Math, and Biology
 - The Exploring Teaching course has been eliminated; introductory professional education concepts will be folded into other courses, beginning with the sophomore field experience.

The College of New Jersey
Teacher Advisory Education Council

TEAC

Minutes, March 24, 2003

3:30 p.m.

Forcina 321

Present: D. Cheek, R. Conjura, J. Eberly, K. Finkral, K. Gordon, P. Ivesic, F. Kolp,
C. Liebars, G. Lipton, E. McFeely, E. Meixner, P. Tate

Excused: R. Conway, J. Goebel, M. Taylor

I. Announcements

- Roberta reminded faculty that seniors should: 1.) Apply to graduate through TESS
2.) Apply for certification through the certification office
3.) Be sure the passing Praxis test score is sent to the NJ DOE

II. Discussion and Action Items

A. Transformed programs in Elementary/Early Childhood Ed, Special Ed, Deaf and Hard of Hearing

- The Dean distributed: 1.) Liberal Learning requirements
2.) Program planners
- Liberal Learning courses fall under "option A"- dual majors
- Members discussed requirements and options. It was noted that some liberal learning courses differ among programs due to the content of the subject area major.
- Call for vote: Unanimous in favor of accepting the college Liberal Learning document for the four major programs as presented.

B. Transformed programs in Secondary Education

- The sequence of professional courses was distributed and reviewed by Dean O'Connor.
- The Secondary Ed Professional sequence includes: Beginning Methods and Observations, Schooling in Our Culture, Design of Curricula and Programs, Cultural and Social Foundations of Education, and Differentiated Instruction.
- At the junior level, the goal is to link Secondary Ed field experiences with content area methods courses.
- During the Student Teaching semester, student teaching and seminars accompany reflective practice and action research as a capstone to student teaching; we hope

to involve content area faculty and provide some classes with an online component.

- A motion was made that Secondary Ed concentration as distributed be approved with the condition that, at college level, the EDFN 299, 398, and 498 and SED 224 courses be approved in the Liberal Learning category. The motion carried with a voting result of 7 “approved” as read and 1 “no”.
- The Dean will conduct a general session meeting to further plan Secondary Ed programs on Thursday, April 1, at 9AM for Chairs, Deans, and Faculty.

III. Other Business

- Student Outcome Assessment Planning
 - The Dean will employ a group of faculty members to develop assessment tools based upon the Standards for Beginning Outcomes indicated within.
- SOE faculty retreat is scheduled for March 31st
- Next TEAC meeting is on April 14 at 12:30 p.m. in Forcina 321. Refreshments will be served.

**The College of New Jersey
Teacher Education Advisory Council (TEAC)**

12:30 – 1:50 p.m.

**April 14, 2004
Minutes**

FH 321

Present: R. Conjura, D. Cheek, K. Finkral, K. Gordon, S. Hydro, F. Kolp, K. Liebars,
S. Sherman, M. Taylor

1. Review Status of Transformed Programs

Review handout of Professional Education Sequences that have been approved by TEAC.
ETTC – K-12 program in Technology Education was reviewed but not approved.
HES – still pending TEAC discussion and approval.
Program Planners to be approved at next meeting.

2. Registration Strategies

Ideas shared on the following:

Issues with Junior's and Seniors registering – rising juniors with combinations of “old” and “transformed” courses..

There is confusion regarding courses to take. . Roberta is getting questions about waivers and the substitution of General Ed requirements and certification requirements.

Current (2003-2004) Sophomores and Juniors are “grandfathered”; the State allows them to complete their “original” programs.

Questions on the State requirement for health and physiology – the health course is no longer required, but students who do not take college-level biology or a health/wellness course much take a test instead at the county level.

3. A reminder flyer with dates for Freshman and Transfer Student Orientation was distributed.

4. State Program Approval Process Department Guide

All programs must be approved at the State level as new programs. There are 6 dates in June set aside for all of the undergraduate transformed programs to be reviewed by Lois Smith, from the State Department of Education, to assure that our transformed programs align with the new State code.

A Guide developed by Roberta Conjura was distributed and reviewed for use in preparing for State approval. This guide was also emailed to all department chairpersons who have teacher preparation programs.

The matrix fields were explained.

The Professional Teaching Standard go through each standard and which course addresses it.

EASE should do these guides first, then share with the academic areas to complete.

Most of the information requested in these guides will be the bulk of the material needed for the next NCATE Accreditation Visit.

5. The idea of an on-line mini course or workshop to address the NJCCC and other “house keeping issues for SOE” was discussed.
6. The next and last meeting for the 03 -04 year is April 28, 2004.

**The College of New Jersey
Teacher Education Advisory Council (TEAC)**

Minutes
April 28, 2004

3:30 pm

Forcina 130

Present: T. O'Connor, R. Conjura, D. Cheek, J. Goebel, K. Finkral, S. Hydro, K. Gordon, C. Liebars, E. McFeely

Excused: R. Bartoletti, B. Dixon, V. Edwards, R. Conway, G. Lipton, K. Malley P. Tate, M. Taylor

I. Announcements

Dean O'Connor opened the meeting. He discussed the School of Education retreat scheduled for tomorrow, April 29th, at the Mercer County Park Boathouse. TEAC members are invited to participate.

II. Action Items

The transformed teacher preparation program in Health and Exercise science program has been developed. The Dean described the program and distributed Program Planners and 4-year sequence sheets. The transformed program would apply to current freshmen (2003-4) and to fall 2004 freshmen.

A motion to approve the program was made, seconded and carried unanimously.

III. Discussion Items

- Secondary Education Transformation Update – As a result of the April 21st meeting with Vice-Provost Pasch, a working group will be established to examine the current drafts of proposed programs. The group will collaborate and make revisions in order to design a program which meets standards and requirements. The format of the proposed junior year will be reviewed. The Office of Academic Affairs has asked us to address and re-examine ½ unit (.5) courses. The secondary education sophomore professional experience course will be reviewed and possibly re-designed. Also, the senior year configuration of student teaching and seminars will be reviewed.
- State Approval - Several dates in June have been designated for working with the State Office of Higher Education Quality Initiatives (HEQI). Lois Smith, HEQI Director, will work with us to attain state approval for transformed undergraduate programs of teacher preparation.
- Student Outcome Assessment Plan – A student assessment plan is needed for the Professional Unit, in order for the next NCATE accreditation report and visit. For the visit, we will need to verify that we have used the assessment plan for three years. Within the next several weeks, a working group will apply for a state grant which will provide resources for development of the plan.
- NCATE Assessment Model - In May, a meeting will be scheduled for TCNJ faculty to learn about several assessment models used at NCATE-accredited universities. We will look at the assessment plan developed at New Jersey City University (NJCU) and at Kean University.

This is the final TEAC meeting of the 2003-2004 academic year. It is hoped that everyone has a wonderful summer!

Respectfully submitted,
Roberta Conjura