

The College of New Jersey

Teacher Education Advisory Council Minutes

Minutes

September 21, 2005

Attendance: B. Bartoletti, B. Behre, D. Cheek, R. Conjura, K. Ewell, A. Farrell, J. Gray, K. Fitzgerald, D. Frank, J. Goebel, K. Liebars, G. Lipton, E. Meixner, J. Osborn, M. Paulsson, M. Seiferas, M. Taylor, D. Thompson, V. Trollinger

I. Announcements

- a. Bill Behre introduced the newest representatives to TEAC: Janet Gray of WGS and Ann Farrell of HES.
- b. Bill Behre gave a brief explanation on the history, purpose, and structure of TEAC.

II. Discussion Items

- a. Junior Year Sequence. Bill gave a brief description of the tasks charged to the Junior Year Sequence committee and a synopsis of their recommendations. Critics of the recommended 9-course sequence charge the program with being too large. Bill presented two possible compromises to address the critics:
  - i. Double major option. This option proposes adding two additional courses to the education sequence to create a true second major in Secondary Education. Students will then have the option of completing an 8-course sequence leading to certification in Secondary Ed, or completing a 10-course sequence leading to a second major.
  - ii. Joint appointments. This option involves conflating SOE and content area methods courses. The course would then be taught by faculty who has joint appointment in SOE and Content Area.
- b. Committee recruitment. Bill Behre reiterated the need for populating the Sophomore Field Experience committee to examine the sophomore courses and the Senior Field Experience committee to examine the Senior Capstone. Bill Behre encouraged members to come to the next TEAC meeting with feedback about these proposal options as well as names of members who will populate the committees.
- c. Questions Raised. The following questions were asked by members of TEAC:
  - i. If curriculum changes are made based on Sophomore, Junior, and Senior Year committee feedback, does the State need to be notified?
  - ii. Is TEAC still going to commit to giving the proposed program sequence a two-year trial?
- d. STEP Office. Bob Bartoletti introduced the newest districts invited to PDSN. He also commented on the Criminal Background check policy being enforced in the SOE. Roberta Conjura reviewed last year's proposal that SOE students submit Praxis scores to Certification office with their certification application.

Because quorum was not met at the last meeting, a vote was taken. Motion was made by Ruth Palmer and second by Ann Farrell. Vote was 16 – 0 – 1 in favor of students reporting Praxis scores to Certification office prior to certification.

- e. NCATE. Kevin Ewell offered updates on NCATE accreditation. He reported on the progress of the Conceptual Framework committee, which is being headed by Helene Anthony. 1<sup>st</sup> draft is scheduled to be completed by Sept 30<sup>th</sup>. The draft will be sent for faculty review by Oct 14<sup>th</sup> and a vote is expected by Oct 28<sup>th</sup>. He is also reported on the plans and progress for data collection and assessment. Currently, Praxis is being examined to determine what items are covered assessed and what items are not assessed. Kevin referred members to Assessment website which is accessed through the Office of Institutional Research website. Finally, Debra Frank gave an update on the progress of the Rubric committee, which will evaluate students competencies in Lesson Planning, Teaching, and Classroom Management. Bill Behre summarized that TEAC members can expect to hear updates from SOE regarding the ongoing development of field-based rubrics, the progress of the conceptual framework, and identifying data that will need to be collected based on Praxis analysis.
- f. TEAC appointed Valerie Trollinger to the Committee on Academic Programs.

III. Joe Goebel made a motion to adjourn the meeting. The motion was second by Kathie Liebars. Meeting was adjourned.

The College of New Jersey

Teacher Education Preparation Council

Minutes

October 5, 2005

Attendance: B. Bartoletti, M. Becker, W. Behre, R. Conjura, V. Edwards, K. Ewell, K. Finkral, K. Fitzgerald, D. Frank, J. Gray, S. Kern, C. Liebars, C. Maco, E. Meixner, J. Osborn, R. Palmer, M. Paulsson, V. Trollinger,

1. Announcements
2. Teacher Education Program Council renaming. TEAC of TCNJ officially re-named Teacher Education Program Council (TEPC) to avoid confusion with national accrediting agency, TEAC.
3. Speaker Series. Ruth Palmer introduced the Speaker Series and provided preliminary details of the themes, invited speakers, and dates proposed.
4. Commissioners Award. State award that recognizes top graduates of Teacher-Ed programs throughout the New Jersey. Faculty should forward recommendations and nominations to Terry Harker. Suggestion was made to examine winning applications for common themes which might suggest areas for excellence and areas for improvement within School of Education.
5. R. Conjura reminded faculty to announce that December 2005 graduates should apply to graduate on TESS by the respective deadline.
6. Minutes from September 21, 2005 approved.
7. Discussion Items
  - a. Criminal Background Check. B. Bartoletti circulated the proposed Criminal Background Check Certification form for the faculty to review. After review and commentary, E. Meixner moved to “approve the implementation of the use of the field experience criminal background certification policy effective Spring 2006 for Junior Field Experience programs and Internship I and effective Fall 2006 for Senior Student Teaching and Internship II.” K. Finkral provided a second motion to approve. Vote to implement criminal background certification beginning Spring 2006 for JFE and Fall 2006 for Student Teaching was accepted, 15 – 0 – 0.
  - b. Committee Membership. W. Behre identified the working committees of TEPC. The issues discussed included the number of individuals on each committee, the nature of

representation, and the exact charge of the committee. It was proposed that each committee be populated by 9 members: 2 from Secondary Education and 1 from each of 7 content areas. There were concerns that a democratic vote regarding secondary ed issues could jeopardize the integrity of the secondary ed curriculum and perspective. Because of these concerns, it was proposed that the committees be charged with identifying multiple recommendations. Upon review, TEPC would then voted on the most plausible recommendation. B. Behre will draft preliminary charge of each sub-committee. The goal of Sophomore Year Committee will be to examine the strength and adequacy of the sequence. The goal of the Senior Year Committee will be to scale the Capstone experience to Student Teaching. The charges will be presented to TEPC at the next meeting for a vote and implementation. Convener and composers will also be assigned at the next meeting.

8. Items for Next Meeting
9. Motion made and approved to adjourn meeting.

The College of New Jersey  
Teacher Education Program Council (TEPC)

Minutes  
November 2, 2005

Present: D. Frank; D. Cheek; A. Farrell; J. Goebel; C. Liebars; G. Lipton; E. Meixner; R. Palmer; M. Paulsson; V. Trollinger; M. Taylor; J. Gray; B. Bartoletti; R. Conjura; J. Osborn; S. Kern; K. Fitzgerald; M. Seiferas

Excused: V. Edwards

I. Announcements

II. An e-mail was sent to the chair of Secondary Ed concerning the conflict between Spanish 497 and Sec Ed 489. Question posed by e-mail: Why can't we comply with the academic scheduling grid?

III. The K-12 programs met. Valerie Trollinger will spearhead this group to determine whether K-12 should have a separate reading course and special ed Ed Psych course (with emphasis placed on psychomotor development).

IV. Motion to approve minutes: unanimous acceptance of minutes.

V. The Secondary Ed student teacher application meeting has been rescheduled for December 7. This is for students who will be student teaching in Fall 06/Spring 07.

VI. Secondary Ed Teaching Association Student Organization was introduced. First interest meeting scheduled for November 15, 7-9pm in Forcina. Students exploring use of 4<sup>th</sup> hour. 4th hour students working on leadership initiative. Ruth Palmer will be the acting advisor. The group will be working on establishing a constitution and getting recognition from the SGA.

VII. Reminder: SOE Speaker Series

1. refer to website for more information
2. Faculty are encouraged go to the Faculty Conversation Hour to better orient the speaker to our community.

VIII. Discussion Items

A. Grade Inflation

1. The issue of grade inflation has been raised by the Senate Faculty Committee. Should TEPC/TEAC address the issue in some way or work on ideas to address this problem?
2. Points brought up during this discussion:
  - a) SOE is usually the target of this issue.

- b) Feedback given for “pass-fail grading for student teaching” models
  - c) Need to break the culture of rhetoric. Students create these misconceptions.
  - d) Need to have a systematic discussion of these issues. There is a need to identify some “white paper” structure of how we will ever approach the discussion.
  - e) PDSN districts want to know what grades students get. There may be some resistance to this.
  - f) A suggestion was made that student teaching be graded by a Pass/Fail system plus a rubric in order to combat grade inflation.
3. Ray Barclay of OIR should be invited into this discussion.
  4. Videotape on grade inflation was referenced by several faculty members.

**The College of New Jersey  
Teacher Education Program Council (TEPC)**

Minutes  
February 1, 2006

Present: W. Behre, K. Ewell, D. Frank, D. Cheek, J. Eberly, A. Farrell, J. Goebal,  
C. Liebars, M. Paulsson, V. Trollinger, R. Conjura, J. Osborne,  
K. Fitzgerald, M. Seiferas

- I. Announcements
  - A. The Sophomore Committee and Senior Committee provided updates.
  - B. Conceptual Framework update
    1. will be presented at next TEPC meeting
    2. Bill Behre proposed that the SOE mission statement be reviewed and revised to reflect the new conceptual framework.
- II. Minutes from January 18, 2006 meeting should be edited to reflect the following:
  - A. Correction to spelling of Economics chair, Don Vandergrift.
  - B. Motion to approve minutes accepted.
- III. Rubrics Update: Deb Frank gave an update and review of the rubrics. TEPC members were urged to gather feedback during the process and report back to Deb and TEPC. Members also urged to report back to their programs and departments the progress and decisions made at TEPC.
- IV. Praxis Review
  - A. Kevin Ewell provided instructions for completing the Praxis and SPA matrix analysis. In short, this is the phase in which we will be identifying additional assessments for demonstrating teacher candidate content knowledge. This process involves examining the topic areas measured in the Praxis II exams and comparing those topics areas with the individual standards dictated by each program's specialized professional association (SPA).
  - B. Decision was made that all Praxis scores will be forwarded to Deans office via Certification office.
  - C. Programs will receive matrix and additional instructions at next TEPC meeting.
- V. Motion to Adjourn meeting approved.

**The College of New Jersey  
Teacher Education Program Council (TEPC)**

Minutes  
February 15, 2006

Present: W. Behre, K. Ewell, D. Frank, D. Cheek, J. Eberly, A. Farrell, C. Liebars,  
E. Meixner, R. Palmer, M. Taylor, J. Gray, B. Bartolettie, R. Conjura, V.  
Edwards, K. Fitzgerald, M. Seiferas

I. Announcements

- A. Spring Break is elected timeline for Sophomore and Senior committee reports
- B. Sophomore Committee updates.
  - 1. The committee is examining cohesiveness and consistency across programs for SED 224. Discussions about 299 and 398 qualifying as liberal learning requirements and writing requirements.
  - 2. The discussion topics about the proposed Secondary Education major included how many courses, do they need to be increased, and other issues?
  - 3. Bill Behre, Ruth Palmer, and Nancy Freudenthal will schedule a meeting to discuss issues.
- C. The Senior Committee updates.
  - 1. The committee is discussing what senior capstones will look like and reviewing proposed syllabus.
  - 2. Discussion about MOA, since collaborations with faculty may impact faculty load, records and registration, teaching assignments. There was some discussion that load for student teaching assignment be no less than 1.5 FWH per visit. Bill Behre proposed one other "field-based course."
- D. Conceptual Framework update being reviewed and revised.
- E. Praxis Review will be delivered prior to next TEAC meeting. Delays due to formatting and readability of matrices.

II. Discussion Topics

- A. Grade Inflation
  - 1. Will review multiple approaches to address grade inflation issues
  - 2. Will also require a discussion to address "ethics in teaching."
  - 3. Meeting with Ellie Fogarty to discuss further.
    - 1. Decisions will be brought back to TEPC

III. Speaker Series updates: Clayton Alderfer on March 9, 2006

- A. Will be updated on the School of Education website
- B. Will look into adding event to TCNJ official e-mail

C. Will look into adding event to TCNJ main page

IV. Minutes from February 15, 2006 meeting should be edited to reflect the following:

A. Minute note IV-B. should read “effective Fall 2006.”

B. Minutes should read “all students in teacher certification programs at TCNJ”.

V. Motion to Adjourn meeting by Cathy Liebars’. Adjourn meeting approved.

**The College of New Jersey  
Teacher Education Program Council (TEPC)**

Minutes  
March 1, 2006

Present: M. Becker, J. Osborn, M. Paulsson, B. Bartoletti, M. Seiferas  
K. Fitzgerald, V. Trollinger, A. Farrell, R. Conjura, J. Eberly, D. Frank, C. Liebars, R.  
Palmer, B. Behre, K. Ewell.

I. Announcements

- A. There will not be a meeting during Spring Break
- B. Sophomore Committee will have a report at next meeting

II. Discussion Items

- A. The re-evaluations of the design of how courses are loaded. Standard course loading – will be examined in future meeting.
  - 1. TEPC members should email Bill Behre with program specific atypically loaded courses
  - 2. These courses include:
    - 1. The courses that have outside class components
    - 2. We will want these to be proposed to the M.O.U.
    - 3. This applies to filed-based learning courses, not student teaching.
- B. A discussion ensued about the historical rational for loading of School of Education courses versus SS courses and CS courses.

III. Q Sort – Deb Frank

- A. As a basis for conversation about issues related to the School of Education, the Q-sort was discussed and administered. Q-sort is a forced-choice instrument that can aid our examination of universal beliefs about grade inflation, among other issues.
  - 1. Examine our attitude about other issues related to SOE.
  - 2. Use as an a forced-choice instrument
  - 3. List attitudes (yellow sheet)
  - 4. Add additional viewpoint not currently reflected on attitude sheet.

Motion to approve minutes from 2/15/06 – Jeff Osborn.

**The College of New Jersey  
Teacher Education Program Council (TEPC)**

**Minutes**

April 5, 2006

Present: D. Frank, D. Cheek, A. Farrell, J. Goebel, C. Liebars, G. Lipton,  
E. Meixner, R. Palmer, M. Paulsson, V. Trollinger, M. Taylor, J. Gray,  
R. Conjura, J. Osborn, K. Fitzgerald, M. Seiferas, B. Behre, K. Ewell

Excused: J. Eberly

I. Announcements

- A. D. Frank reminded TEPC members that the deadline for feedback on Spring pilot for lesson plan and disposition rubrics is April 28.
- B. R. Conjura reminded TEPC members that certification applications are due for all students graduating in May. Must be accompanied by one-page summary, narrative of field experiences.

II. Review of Minutes

- A. R. Palmer motioned to approve minutes of March 1, 2006 meeting. Motion seconded motion. Minutes approved.

III. Discussion Items

A. Sophomore Committee Report

- 1. R. Palmer provided update on committee deliberations. Report will be forwarded to TEAC members for review. Upon review, report will be forwarded to departments for approval.
- 2. Report outcomes:
  - 1. SED 224 and EFN 299 will remain as separate courses and will not be conflated.
  - 2. EFN 299 and EFN 398 were evaluated for consideration as liberal learning requirements. EFN 398 was recommended as a *writing-intensive* course and *community-engaged* learning. There was some discussion about the need for Secondary Ed to have an intensive-writing component since writing requirements are in the content departments.
- 3. There was a brief discussion on whether Secondary Education could ever be offered as a academic major and/or academic minor program in contrast to its current structure. In addition, there was some discussion about 5-year academic program models, in comparison to other Secondary Ed programs throughout the state.

B. Senior Committee Report

- 1. J. Osborn presented the Senior Committee report, which examined the Senior Capstone course. Handouts were distributed.
- 2. The Capstone would replace the student teaching seminar.

3. TEPC members were asked to review the report for the next meeting.

#### IV. New Business

- A. B. Behre requested that TEPC members review the Sophomore Committee report, the Senior Committee report, and the Conceptual Framework. The Sophomore and Senior committee reports will be presented at the next TEPC meeting for a vote. The Conceptual Framework would be the item of discussion at the next TEPC meeting.
- B. B. Behre commented on the violent incidents occurring in Trenton and discussed placement concerns as voiced by the students and parents. Departments were encouraged to monitor student concerns and to report to Deans office any 'special accommodations' made for students.

#### V. Business for Next Meeting

- A. Institute Accreditation Readiness Model (I-ARM) presentation
- B. BOE Training modules will be handed out
- C. Scheduling of joint meeting to discuss content analyses of Praxis and SPA standards for assessment

#### VI. Meeting Adjourned

**The College of New Jersey  
Teacher Education Program Council (TEPC)**

**Minutes**

April 19, 2006

Present: J. Osborn, E. Meixner, C. Liebars, D. Frank, J. Goebel, G. Lipton,  
B. Bartoletti, R. Conjura, J. Eberly, M. Paulsson

- I. Announcements
- II. Review of Minutes
  - a. The minutes from the March 22, 2006 meeting were approved with modifications.
- III. Conceptual Framework
  - a. A motion was made to table the Conceptual Framework discussion.
- IV. Sophomore Experience Committee
  - a. The report from the Sophomore Committee was distributed and discussed. A motion to affirm the committee's recommendations was made with unanimous acceptance of this report.
  - b. This document now goes to the Dean of Education and GEAC (General Education Advisory Council) for approval.
- V. Senior Experience Committee
  - a. The Senior Committee report was distributed and discussed.
  - b. Questions regarding class contribution and listening (part of the class participation section) were raised.
  - c. Suggestions were made to revise "class participation" – positive class participation: rubrics includes – listening, acknowledging, respecting opinions of others.
  - d. The motion to approve was made with unanimous acceptance.
- VI. The Dean thanked TEPC committees for the wonderful job they did in preparing these reports.
- VII. NCATE
  - a. A review of the IARM and Board of Examiner's Training module was given by Kevin Ewell.
  - b. TEPC members were asked/reminded to have their departments schedule SPA assessment reviews with Kevin.
- VIII. Next Meeting
  - a. Review Conceptual Framework feedback
  - b. Schedule NCATE SPA review preparation meetings.