

The College of New Jersey
Teacher Education Programs Council

TEPC

Minutes

February 21, 2007

Present: H. Anthony, B. Bartoletti, B. Behre, R. Conjura, T. Dell'Angelo, K. Ewell, A. Farrell, J. Goebel, C. Gosselin, C. Konel, C. Liebars, E. Meixner, K. Redler, M. Taylor.

I. Announcements:

- A.** Awards for Education Majors will be posted on the School of Education website. Students may apply directly using the form genie on that site.
- There will be an ad in the March 7, 2007 issue of The Signal.
 - The Policies and Process will also be on the website.
- B.** School of Education Travel Policy is also now on the school's website.

II. NCATE

- A.** A Focus Timeline was distributed by Kevin. It was review and discussed.
- This will help to guide the process.
 - Parts of it can be done early, prior to complete data collection.
 - Contains completion markers.
- B.** The Data Output Table that Deb Frank developed will be ready for the next TEPC meeting in March.
- C.** The Dean (with Roberta Conjura) will write a boiler plate containing common language and information regarding the State Code changes and transformation. Secondary Education will share context with content areas for report writing purposes.
- D.** Kevin referred members to the email he sent previously on NCATE Resources.
- E.** All newly hired adjuncts are required to submit a resume to the department and will be collected for NCATE documents.
- Remind all faculty that they are to be submitting vita by the end of every year.
 - There will be a form genie developed for adjuncts to complete to get their resumes submitted electronically.
- F.** NCATE Working Groups
Assignments will be deferred until mid-December to begin writing the Institutional Report.

III. Future TEPC Meetings

A. Discussion took place on how effectively TEPC time is being used. A suggestion was made that every other TEPC meeting would be a working session to prepare for NCATE.

- These working sessions should have assigned tasks.
- Bill and Kevin will develop a schedule

IV. Other:

Tabitha Dell'Angelo will be attending an NCATE workshop at AACTE, if you have any questions you would like her to ask, please email them to her.

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April 4, 2007

Present: H. Anthony, B. Behre, R. Conjura, K. Ewell, A. Farrell, D. Frank, J. Goebel, C. Gosselin, C. Liebars, K. Redler, M. Taylor

Excuse: S. O'Brien

Guest: Paula Maas

Minutes from the February 21st meeting were approved. The March 7th meeting was an NCATE working session meeting

1. Announcement

The Dean gave a brief review of his discussion with the President of the Secondary Education Student Association. They are preparing a proposal for getting recognition of a dual major for what they are already doing.

- The Dean has discussed with the EASE department crafting a secondary education major from scratch.
- Kevin Ewell has also met with this group and feels they have a good approach and organization for targeting specifics.

2. Guest Presentation – Paula Maas

Paula shared what has been done to shape the perspective for the output driven model and the background information on SOCS for organizing data.

- Paula offered to attend departmental meeting with Kevin Ewell for working sessions or questions.
- She also shared information she obtained when she attended the NCATE Workshop
- Databases have been developed that many people don't know about but for campus-wide reports but also for NCATE use too.
 - ❖ Goal oriented databases to assess if students are meeting our established goals
Example – Praxis database for R. Conjura.

Not all SPA reports allow grades and courses, but some do, so they will be included on the databases. (Like the Math SPA)

- Other data can be collected through SOCS. Deb and Craig will adjust data.

- If you submit data not in the chart format, the dean's staff and Paula will be able to put in into the chart format.

3. Data Organizational Charts

Deb Frank commented on the table Kevin provided with all the praxis areas and what standards are being met with that information.

- Email Deb Frank if you need a copy, information is also on SOCS
- This is your 'step one' on assessments; then fill in the data regarding the subject test area, sub-scores and what they measure.
- Dean's office will help with conforming information to proper format; department just need to deal with the contents of the report.
- Sub-scores are living in a database (and have been since Fall 2005) and are available once the students apply for certification. Only program completers are measured.

Course imbed assessments – SPA Standards – will be part of everyone's assessment reports.

Written Unit Rubric

Lesson Plan Rubric

Teaching Assessment

Disposition Assessment

Questions from group that prompted discussion –

1. Are reports being written by standard or by assessment?
 - If we have a central source table we can link assessment and standards using a pivot table and do it either way or both.
2. What is the time frame once all data is in – when can department plan on have the data to assess and summarize?
 - It will depend on how organized the things in place are; example – if date charts are ready by May 15th then there will be no problems and a quick turn around.
 - If the chart fields are just being identified then there will be a delay and we will run into problems.
 - Changing how data is presented is fairly easy.

Boiler plates will be sent out by the dean to TEPC members and departments will fold their pieces into it.

4. Feedback and Progress on Focused Time-line

This time-line has been viewed by some faculty to be somewhat ambitious - June 30th is a reasonable deadline for the getting the reports written. Reminder that faculty are under contract until June 30th. Individual deans may be asking for time beyond that date – this issue is between faculty and their appropriate dean.

- TEPC members were asked to schedule time with Kevin for individual department meetings.

5. Certification Reminder

Roberta reminded everyone that seniors wanting an additional endorsement through the State must complete the certification application for the State in their program of enrollment and the deadline is mid-April. If they apply on-line directly through the State web-site, Roberta can not help them. All seniors have been told this.

If you need to know who passed the Praxis, Roberta can walk you through the process.

6. Future TEPC Meetings

The last meeting was a group working session poorly attended – the remainder of the TEPC meetings for this year will return to a general meeting format with data management sessions outside the TEPC meeting time.

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April 18, 2007

Present: T. Dell'Angelo, K. Ewell, A. Farrell, C. Liebars, E. Meixner, J. Osborn, K. Redler, M. Taylor.

Excused: H. Anthony, B. Behre, D. Frank, J. Goebel, C. Gosselin

1. Announcements
2. The next TEPC meeting will be on 5/2/07 – this is the last day of undergraduate classes.
 - a. This will be about the same time that we hear back from Paula Maas regarding the SOCS downloads.
3. The minutes from the April 4, 2007 meeting were approved.
4. Tabitha DellAngelo shared with those present information from the Elementary Early Childhood department meeting regarding the seminar course. Students are saying they are kept too late on Wednesday nights and have trouble completing assignments for Thursday.
 - a. Discussion followed on when other departments hold seminar classes, and are their students experiencing the same issues.
 - b. Keith Redler reported what has been shared as the student's point of view that with the change in the format of the capstone course, there is now a lot of work that is unrelated to the curriculum that they are doing in their student teaching classrooms.
5. Cathy Liebars announces that they are seeking faculty to evaluate E-Portfolios for about 70 students on May 1st. Cathy will forward the details to Kevin Ewell to forward to TEPC members to request volunteers.

NCATE Update/Questions

1. Question: Will the SOCS site have links to the Praxis scores? Answer: They probably are not linked yet, we are still deciding on the format.
2. Questions were asked regarding a form genie for gathering consistent information about faculty that will be required for the report, as was mentioned at a previous meeting.
 - a. Kevin Ewell will look into this piece of information for the Faculty Information – attachment B.
3. Feedback on Progress

- a. Section I “Context” Updates—The draft boiler plate should be out to TEPC members within the next few days.
 - b. SOCS – Reminder to TEPC members to look at the SOCS site to make sure the mid-term assessments are there, and let Deb know if they are not.
4. Schedule Outstanding NCATE SPA Review Meetings.
5. The target is the last week in May/first week in June for program data to be available for SPA reports.
6. Emily asked if TEPC could continue to meet at least once a month during the summer.
 - a. Kevin approved the idea and all present agreed.
 - b. A schedule of summer meetings will be discussed at the next TEPC meeting.
 - c. The final meeting for the year would fall the week of commencement so the date has been changed to June 6, 2007 – same time and location.

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Minutes
May 2, 2007

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