Teacher Preparation Chairs Meeting  
Wednesday, October 3, 2007  
3-5 p.m.


The meeting’s agenda was allocated to final information/preparations for the October 13-17 NCATE visit.

Chairs were reminded to begin planning for the reduced teaching load plan. Chairs should meet with the dean to review their plan when it is available. The President is aware some departments may need additional faculty to implement a reduced teaching load plan.

Programs changes sent to Albany were briefly discussed. It is not known when a response from Albany will be received.

The schedule for the October 13-17 NCATE visit was reviewed. Website problems and missing materials were discussed. Chairs will be contacted in the near future for any missing materials.

Orientation is scheduled to begin on Saturday, October 12 at 2 p.m. Chairs and coordinators are strongly encouraged to attend this session.

Chairs were reminded of the importance of documenting meeting minutes. Meetings should include service providers and show formal time is being allocated to look at data.

Sunday’s schedule will include a poster session and reception at 5:30 p.m. The poster session will be similar to the last visit. Twenty-eight exhibit tables will be included in the session.

Faculty support and professional development was discussed.

Chairs should plan to be at the TEAC session. A teleconference is planned with the Watertown people. Open meetings with faculty, staff and alumni were briefly discussed.

Several concerns about current student teachers were shared and discussed.

Meeting adjourned 4:25 p.m.