School of Education & Professional Studies Council Meeting

December 5, 2007
113 Satterlee Hall
3:00 p.m. – 4:30 p.m.

Agenda


•Announcements:

NCATE Accreditation Update

Eileen expressed her thanks for everyone’s work with the NCATE accreditation process.

There have been some changes made in the Board of Examiners report regarding factual errors. The next step is that this is sent to NCATE where it is reviewed to be sure everything is in order. This is followed by a rejoinder to be done in late January. The Unit Accreditation Board will meet in March and make a decision regarding accreditation. All standards have been met and there are only three areas of improvement remaining: advanced programs do not have functional assessment systems; the Unit Assessment System does not have a way of pulling things together; and Standard 6, how communication is facilitated among faculty, public school partners and Arts and Sciences faculty. Standard 4, Diversity, had been an area of improvement in 2002 but it has been recommended this be removed as an area of improvement. This standard has been met. Adjuncts are no longer an area in need of improvement.

•Undergraduate Catalog revision process

The undergraduate catalog is scheduled to go to print March 1. Anything not close to being approved will not be included in the catalog. Chairs should keep in mind catalogs are on a two-year cycle and should plan a year ahead to be sure information is included in printed material. * Graduate program revisions for the 2009-11 catalog should be underway now.

•NYSED Program Revision Approvals

A letter from the State Education Department dated November 21, 2007 was received today regarding approval of curricular changes in the following programs:

BA in Secondary Science Education
BA in Childhood and Early Childhood Education
BA in Math Education
MST Adolescence Education in Mathematics, Social Studies, Physics and Earth Science MSEd in Special Education

• SPA Review Update

A summary of program reviews was distributed and briefly discussed. *Chairs should remind their faculty of the timeline for submitting responses for programs recognized with conditions.

• Assessment Timeline Draft for comment

A draft assessment timeline was distributed and discussed. *Chairs were asked to look at the summary and send any feedback to Eileen.

• TEAC

The Teacher Education Advisory Council (TEAC) will be reactivated and will meet once each semester. Membership will include Arts and Sciences faculty, School of Education faculty and public school people. Further discussion will be needed early in the spring semester.

Discussion Items

• Procedures: responsibility for decisions concerning service courses—Anjali Misra

Discussion took place regarding issues and concerns that have arisen about courses taught by one department for another department. * It was agreed both department chairs should sign off on Banner scheduling forms for service courses. * A request was also made that all extra service requests be signed off by the faculty member’s home department chair before contracts are agreed to.

• Update on Graduate Affairs Graduate Assistantship Proposal—Eileen Raymond and Lynn Hall

A resolution regarding graduate assistantships is being sent to the Faculty Senate Executive Committee: That SUNY Potsdam establish a budget line sufficient to support at least eight new graduate assistantships that would be allocated proportionally based on the graduate enrollments in each school during the prior year. * Feedback on the proposal may be sent to Lynn Hall. The proposal is expected to be on the February 14 Faculty Senate agenda.

• Course Types and Responsibilities (field experiences, student teaching, portfolios, etc.) —Eileen Raymond
A summary of course type characteristics was distributed for information purposes and briefly discussed. *Chairs were asked to review the summary and send feedback to Eileen. Further discussion will address nature of these course types with respect to clarity and equity of expectations.

**SOEPS Assessment Advisory Committee—Bruce Brydges**

A draft proposal was submitted to establish a committee to advise the coordinator of assessment in the on-going development and implementation of SOE&PS assessment systems including review of current assessments, assessment instruments, tools and assessment data collection and analysis methods for the purpose of improvement. Membership would include the Coordinator of Assessment, Associate Dean, SOE&PS Department and program representatives, local school representatives, Institutional Effectiveness representative and a Computing and Technology services representative. Plans are to set up the committee and have a meeting early in the Spring semester. *Chairs are encouraged to talk to their faculty regarding advisory committee membership.

**Inter-Program issues Related to Teaching Load Reduction—Eileen Raymond**

What problems have been experienced?
What are the emerging issues?
What are our responsibilities to other departments and faculty?
How should we proceed?

Problems have arisen on campus with departments making program changes and not consulting with other departments regarding potential impact. This is a college-wide issue and faculty need to be vigilant with their programs and sensitive to other programs. Departments need to think about responsibilities to other departments. Concerns and issues were discussed. * Other concerns may be forwarded to Eileen.

**Other items?**

Meeting adjourned 4:40 p.m.