Teacher Preparation Chairs Meeting  
Wednesday, November 29, 2006  
3:00-4:00 p.m.

Present: W. Amoriell, R. Bates, R. Bretsch, S. Chadwick, A. Misra, E. Raymond

I. Reduction in Teaching Load - Bill Amoriell

Summary data from the first draft for teaching load reduction was shared and discussed. Chairs were asked to review information for accuracy. The least costly options were used. The School of Arts and Sciences and Crane are in the process of developing plans. A reduced teaching load will apply to teaching faculty only; it will not include clinical faculty. The main difference is all teaching faculty are expected to maintain some level of scholarship and clinical faculty are not. Scholarship guidelines will not change.

This plan will now go to the Provost. A reduced teaching load is not expected to be in place prior to Fall 2008.

II. Review of Assessment Plan Documents - Eileen Raymond

Chairs were asked to review a table of all programs leading to initial or professional certification which will be included in the institutional report. This outlined the education unit and how it is governed.

The Education Unit Assessment System Action Plan was shared. The plan shows what has been done and what takes place in the education unit. Chairs were asked to look this over and make suggestions of how to make the plan more clear or accurate.

Monitoring of program gates was discussed. It is important that departments are able to provide documentation that students are reviewed as they progress through the gates. Chairs were reminded that students must be notified of any problems and given a chance to correct them and that this must be documented.

Methods of monitoring students were shared. A system that automatically generates quantitative data reports would be helpful in tracking student
progress. Monitoring students would not be totally a mechanical process and may depend on program structure.

Standards 1 and 2 were briefly reviewed. Chairs were reminded that current up-to-date faculty vitae are needed for Standard 5. Faculty need to be sure syllabi are aligned with Conceptual Framework. A complete set of syllabi also needs to be on file electronically.

III. Other

Meeting adjourned 4:15 p.m.