Teacher Preparation Chairs Meeting  
Wednesday, September 17, 2008  
3-4:30 p.m.


I. Assessment – Initial and Advanced Programs – Eileen Raymond

The current assessment system needs to be carefully reviewed and refined as needed to be certain it is efficient and effective. The goal is to have a final system in place and implemented within the next month. Eileen would be happy to meet with departments for a status check.

Although Bruce Brydges is no longer within the School, he is still coordinator for academic assessment and is available for assessment concerns and issues. A summary of areas in need of improvement will be requested from Bruce. Banner coding problems were briefly discussed.

Advanced programs must have assessment plans that are operational by the end of the academic year. Programs must be actively assessing their work and contributing to unit data. Programs that are on hold do not have an assessment requirement as long as they are dormant, however, the framework should be kept in place.

II. Spring 2009 Schedule – Bill Amoriell

At the last meeting in the Spring, there was discussion about scheduling problems for students wanting to take IT courses. Chairs should notify Tony of any scheduling problems and he will adjust courses as needed for non-majors. Some advanced courses may not be able to be moved. It would be helpful if IT 545 were offered during the evening. IT 518 and 514 should be offered each semester. IT 666, Simulation and Games will become two courses, IT 566, Simulations and Games for Teaching and Learning for non-majors and IT 666, Making Games for majors. Logistics for offering IT 566 were discussed. A revised schedule of IT non-major courses was shared.

III. Website Revision – Eileen Raymond
The campus website is changing and the way the graduate catalog is produced and delivered will also change. Program information will be sent out to prospective students and the policies and rules section will be given to students upon enrollment. Chairs should plan to review a draft of their areas for any needed corrections which Warren Bullock will make. The current system has been difficult to update and Warren has been the only one making changes. The new system will be editable by more people. Chairs and program coordinators will be asked to review their web pages on a regular basis which will keep information current and accurate. Paper catalogs will probably not be used in the future.

Editing does not seem to be a difficult process. Warren is currently preparing a set of directions for this process and is willing to help anyone who is interested. Changes will still need to go through the approval process. Kathy Valentine, Tony Betrus, Anjali Misra and Lynn Hall indicated they were interested in training with Warren for the editing process.

The three associate deans have been meeting and are close to having a composite of the process for program changes.

IV. Timing of Course Cancellations/Sections & Instructor Reassignments

Discussion took place regarding course cancellations due to low enrollment and how this might be done earlier. This is a problem for graduate students since they register up until the course begins. Options for a late registration fee to encourage earlier registration were discussed. Degree works may help with this since it should indicate what students plan to take. Testing of Degree Works will take place soon. A late registration fee will be discussed at Graduate Affairs.

Meeting adjourned 4:10 p.m. Next meeting, Wednesday, October 15 at 3 p.m.