Teacher Preparation Chairs Meeting  
Wednesday, February 6, 2008  
3-5 p.m.

Present: W. Amoriell, A. Betrus, P. Brouwer, B. Brydges, S. Chadwick, A. Guiney, R. Hosley, A. Misra, E. Raymond

I. Reduction in Teaching Load – Bill Amoriell

A reduction in the teaching load plan has been established for the next three years. Half of full-time faculty will teach 21 credit hours in the first year of the plan, half the following year and all will teach 21 hours in the third year. The plan allows the campus to continue moving forward to a 9/9 teaching load. Moving to a 9/9 teaching load will depend on the financial impact. Currently, estimated cost of moving to a 9/9 teaching load is 1.5 million. Faculty are encouraged to look at ways to modify curriculum requirements over the next two years in order to minimize the impact of going to a 9/9 plan.

II. Course Types – Eileen Raymond

Assessment Timeline
Assessment Plans-Revision and Data Collection
MS in Ed Assessment Program

Discussion took place regarding course types and characteristics and the process of looking at these courses. The purpose of the process is to group courses and see how they fit together for workload. Minimum course descriptors can be scaled up or down to ensure courses are equitable. This process may not be able to be done across departments; each program may need to define courses in terms of expectations. It was decided the dean would follow up with departments to initiate conversations regarding this.

The assessment timeline and functions were reviewed. The goal is that in the fall of each year, there will be an annual unit data report. Data will become benchmarks.

The NCATE timeline from Fall 2007 to Fall 2014 was reviewed. Data will continue to be collected and summarized over the next seven years. Any changes to program assessment must be made no later than Spring 2010 in order to have three full years of stable data. Assessment plans for advanced
programs must be in place as soon as possible. Faculty should work with Bruce Brydges regarding what things work well and what needs to be changed.

Eileen reported that at the Council of Chairs meeting, the associate deans made a recommendation to the Provost to have interactive assessment activities across the schools. This would assist Arts and Sciences faculty in learning the different parts of the process. The Provost has discussed bringing a speaker to campus to talk about performance assessment.

III. MS in Ed. Secondary Programs – Peter Brouwer

Not covered.

IV. President’s Awards – Bill Amoriell

The SOE&PS has very few President’s Awards as well as a lack of nominations. Ideas were discussed as to how to best provide information to people and how to encourage nominations. Eileen will e-mail award criteria and information to faculty and staff. The School has many people deserving recognition and faculty should be encouraged to make nominations.

V. Degree Works – Eileen Raymond

Peter Brouwer, Eileen Raymond and Laura Chambers are on the implementation team for Degree Works. This is a Banner product that does degree audits and is much more user friendly. Over the next six weeks, plans are to work with faculty to have the catalog authenticated. Each program must have a list of courses and rules that apply to students moving through the program. Accurate information is essential. The system will be set up by Degree Works and any changes made after the initial set-up will incur an additional fee.

Meeting adjourned 4:20 p.m.