Chairs’ Meeting  
Teacher-Preparation Programs  

April 19, 2006  
113 Satterlee Hall  
3:00-4:00 p.m.

Present: W. Amoriell, R. Bates, T. Betrus, P. Brouwer (for 1st agenda item), R. Bretsch, Dr. Conrad, A. Guiney, R. Hosley, E. Raymond

The final iteration of the undergraduate catalog is available for review and revisions in the Public Relations Office.

I. Student Teaching Requirements-Checklist-Amy Guiney

Copies of the 2006-2007 Student Teaching Requirements for the ECCG and Secondary Departments were distributed. The document is a result of meetings with these departments. This plan will give programs the ability to change direction of the lesson plan. Generic requirements will be used in the immediate future. Fall requirements will remain the same as this year and changes could be put into effect beginning with the Spring 2007 semester. Within a semester or two, someone from each department should be designed to be the writer and the only one to modify the text. DRF’s need to be finalized in the next two weeks.

Copies of the 2006-2007 Student Teaching Requirements for the ECCG and Secondary Departments were distributed.

Students cannot depend on the supervisor to teach them the language. The language must stand on its own.

The ICT Department is offering IT614 during the first summer session, May 23-June 12 for MST Science students. Seats are available if students need this course. UDL is covered in this course.

II. Teacher Work Sample Preparation before Student Teaching

Amy shared supervisor feedback she has received regarding the Teacher Work Sample. The majority of supervisors recommended giving students the option of placement 1 or 2. Placement 2 is shorter and there can be a lot of variables. It was recommended it be the supervisor’s choice after input from the student. Concerns about supervisors adding requirements if the goal is to reduce were discussed.

Music Education students have a choice of first or second placement and this seems to work well for them.
Universal Design for Learning (UDL) was discussed. Departments do not appear to be using this and this must be used for assessment.

For the moment, the plan provided by Amy will be used.

III. Fair Process Policy-Bill Amoriell

A draft of the Fair Process Policy & Procedures document was shared. This is for students who are not progressing satisfactorily and are being dismissed. It was agreed to use 14 and 16 days after final/formal action which would be consistent with campus appeals policy. Every effort will be made to notify the student before he/she leaves campus. The policy does not supercede the department or program process for dealing with dispositional matters. The policy only goes into effect in the case of dismissal.

After the dates have been added to the document, it will be sent electronically to all faculty as the official policy of the School and will be effective immediately. It will also be posted on the website. Reference to the policy should be included in the undergraduate and graduate catalogs. Department policies about gates and dispositions should be a companion document to this.

IV. Gates and Dispositions

Departments should send an electronic copy of their gates and dispositions to the dean so they are in a central location.

V. Other

None

Meeting adjourned 4:00 p.m.