

9-21-2017

University of Northern Iowa Secondary Teacher Education Senate Meeting Minutes, September 21, 2017

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Secondary Teacher Education Senate Meeting
3:30-5:00 Thursday, September 21, 2017
CBB 319
Minutes

I. Welcome and Introductions

Present:

Nikki Skaar (Professional Sequence), Lyn Countryman (Clinical Experiences), Dianna Briggs (Business), Cathy Miller (Math), Jill Maroo (ALT-Science), Kevin Droe (Music), Shelia Benson (English), Elizabeth Zwanziger (Modern Languages & TESOL), Wendy Miller (Art), Amy Petersen (Special Education), Barb Bakker (Physical/Health Education), Courtney Lubs (Teacher Practitioner), Allison Boggard (Undergraduate Student-Art), Chad Christopher (Secondary Coordinator), JD Cryer (Elementary Coordinator), Rob Boody (Assessment Coordinator), Vickie Robinson (Associate Vice President for Educator Preparation), Lori Wurtz (Secretary)

Absent:

Lisa Millsaps (Social Science and History), Kyle Rudick (Communication and Theatre), Scott Greenhalgh (Technology and Engineering)

Guest:

Megan Balong (Department of Teaching)

II. Approval of May 2017 Senate Meeting Minutes (Electronic)

Approved electronically

III. Curriculum Change Proposal--Department of Teaching- BALONG

Megan Belong presented this information.

TEACHING 3128 Proposal: Use pre-requisite **OR** co-requisite

Issue: Any student that has already taken EDPSYCH 3148 and/or MEASRES 3150 needs to be manually registered for TEACHING 3128.

CURRENT Catalog	PROPOSED Catalog
EDPSYCH 3148 no pre-req or co-req	EDPSYCH 3148 no pre-req or co-req
MEASRES3150 pre-req or co-req EDPSYCH 3148 & TEACHING 3128	MEASRES3150 pre-req or co-req EDPSYCH 3148 & TEACHING 3128
TEACHING 3128 co-requisite EDPSYCH 3148 & MEASRES 3150	TEACHING 3128 Pre-req OR co-requisite EDPSYCH 3148 & MEASRES 3150

- Proposed change--Teaching 3128--**Pre-req OR co-req** with 3148 and 3150
- From an advisor's perspective it would be helpful--Chad
- Nikki--Would rather that they don't take 3128 before 3150. Because they are so tied together
- Diana made the motion to approve the curriculum change. Nikki seconded
- Motion passed

IV. Senate Communication

Chad spoke about disconnect between what is happening in senate not getting communicating out to faculty. Example: SING background check charge has been reduced from \$20 to \$15. Faculty we still telling student incorrect information that had been passed at the senate. Chad wants senators to Represent and communicate back to their area either at meetings or emails to discuss and inform constitutes.

V. Office of Teacher Education Update

Chad presented:

Office Purpose and Goals

Purpose:

The Office of Teacher Education will provide a welcoming environment in order to serve and inform teacher candidates so they can progress efficiently and effectively through their program and reach their professional goals.

To Accomplish this Purpose, We Will:

- Focus on strong customer service
- Display positivity and friendliness in all communication opportunities
- Insure all information is current, concise, clear, and complete
- Insure all information is easily accessible to all stakeholders
- Insure all information is communicated out on a regular basis
- [Update Website, Paperwork, PRAXIS II and CORE Support Materials and Bell](#)

Admission to the UNI Teacher Education Program

In order to be fully admitted to the UNI Teacher Education Program, all students must meet the following requirements:

- Have a [declared major](#)
- [Attend an Orientation to the Teacher Education program](#)
- Have earned at least 24 semester hours of college course credit
- Have completed College Writing and Research (ENGLISH 1005) or equivalent with a C- or better
- Have completed Oral Communications (COMM 1000) or equivalent with a C- or better
- Have completed the Liberal Arts Core Category 1C (Quantitative Techniques & Understanding) with a grade of a C- or better
- Have a cumulative GPA of 2.5
- Have completed an acceptable [Application to the Teacher Education Program](#) (Please allow a minimum of 4 weeks for application processing)
- Have achieved a passing score on each of the three required [Praxis Core tests](#) (Reading, Math, and Writing) and have met the overall total score requirement.
- Earned credit for TEACH 2017

Orientation to TE

- Required "Orientation to Teacher Education Program"

- 2 sessions offered
 - 400-500 students in attendance
 - Session recorded and in process of being placed on YouTube
- Any procedures we need to work on?
- Our TE Office staff is meeting twice per month and talking about processes and goals.
- We now have a bell to ring at our front desk for assistance.
- We had a summer retreat this year.
- We purchased Praxis Core and Praxis II support materials which are now housed in the IRTS Lab for check out. The Praxis web site should be the first choice for resources. The books in the IRTS Lab are considered supplements.

Audit

- Update files, procedures, SING Background Checks, and future
 - We talked with OBO about an online system to limit the handling of money in our office with regards to SING payments and Fingerprinting. We have started our investigation into the process.
 - Work with Dept. of Teaching so get SING's spread out a little more. An email was sent to students last April but the bulk of the SING's still came in the first few weeks of classes.
- PRAXIS CORE meeting with ALC
 - JD and Chad are meeting with the Academic Learning Center
- Meeting with new faculty
 - JD and Chad are meeting with new faculty and they are really impressed with the new hires.
- Orientation (450 students)- Online YouTube video will be posted on our web site in the near future
- Career Services- Anna McGee is the new contact along with Bob Frederick
- COE and TE Visit Day (October 6) – 50-70 students attend annually
- SING Background checks
 - 200 the first two weeks of classes.
 - Help to get students done as soon as they register
 - Dept. of Teaching needs to send out a notice and give a deadline before the Christmas break for Spring semester.

VI. Program Approval Update

- Institutional Report submitted August 31
- State will provide feedback and questions--Sept 20
- Ed Prep Faculty Meeting--Monday, Oct 9
- State Visit Panel Presentations
 - Friday, Oct 27 (12:00-1:00 pm) 220 SEC
 - Monday, Oct 30 (3:30-4:30 pm) University Room, Union
- State Visit Team on campus--Nov 12-Nov 16
 - Planning/Implementation for Visit Team
 - The team will visit classes
 - Exit Report Thursday, November 16, 10:00 AM, University Room in Union

IR was submitted and we expect info back by Friday, September 22.
Need to react to their report within 3-4 weeks – JD and Chad will send questions to people that will need to react.

Ed Prep Faculty Meeting – Mon. Oct 9th – SEC 220 3:30 p.m.
More info on approval process
Ben has state visit panels Oct 27 and 28

State visit team on Nov 12 – 16
We are planning this
Chad is putting together all the classes to visit on M or T class.
Exit report – Thurs. Nov. 16 at 10:00

VII. Program Assessment Report- BOODY

Assessment Sub-Committee Member Needed:

- Duties include:
 - o Monitor individual Educator Preparation programs and the Educator Preparation Program as a whole for compliance with all aspects of Chap 79.13: Assessment system and unit evaluation standard.
 - o Make recommendations for changes to admission criteria to individual programs and the Educator Preparation Program as a whole.
 - o Work with the Director of Assessment to identify the data relevant to program decision making, and ensure data is shared regularly with individual programs and the Educator Preparation faculty at large.
 - o Lead efforts to enhance systematic assessment of program quality and continuous improvement.
- Meet at 2:00 the day of Secondary Senate Meetings!

Vickie and Rob are meeting with all Ed. Prep. Programs.
Mission Vision – handout was provided.

When we are out in the community and we are asked about our mission and vision we need to be able to speak to this. Faculty groups and senates voted on this last year.

Another handout was provided on the work plan for Teacher Education.

Every year we have to turn in a report to the state.

if you do a good job each year and you follow up – when you have the state approval visit you will have everything documented.

Last year May 1 was the report

Data Day of Nov. 2016 –

We are helping our students create connections in the community.

VIII. Admission Requirement Deadline for Application

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 - Have a cumulative GPA of 2.5
 - Have completed an acceptable Application to the Teacher Education Program (Please allow a minimum of 4 weeks for application processing)
 - Have achieved a passing score on each of the three required Praxis Core tests (Reading, Math, and Writing) and have met the overall total score requirement.
 - Earned credit for TEACH 2017
- Admission to the UNI Teacher Education Program happens on a continuous basis. We do have some target dates to meet registration times. For those wanting to take Level II in the spring semester **it is required that** you have Praxis Core results and application to the office by **October 1**. For those wanting to take Level II in the summer or fall

semester **it is required that** you have Praxis Core results and application to the office by **March 1** to hit your registration time. Transfer students will be admitted throughout the year and helped with registration for Level II when they arrive on campus.

The original wording was listed as recommended in the highlighted sections above. It has now been changed to required.

Students are currently information that they should allow up to 4 weeks to process their application.

We would like to require that they have to have the application in by a certain date or they may not be able to register for Level II.

Concern regarding transfer students who are waiting for a grade at the end of the semester but everything else is done.

Also, concern over 2nd BA students who may not know about the requirements.

Elementary Motion

Admission to the UNI Teacher Education Program happens on a continuous basis. We do have some target dates to meet registration times. For those wanting to take Level II in the spring semester we require that all Praxis Core results and/or Application to the UNI Teacher Education Program be submitted to the Office of Teacher Education by October 1. If Praxis Core results and/or Application to the UNI Teacher Education Program are submitted after this deadline, there is no guarantee that they will be processed prior to individual registration times.

For those wanting to take Level II in the summer or fall semester we require that all Praxis Core results and/or Application to the UNI Teacher Education Program be submitted to the Office of Teacher Education by March 1. If Praxis Core results and/or Application to the UNI Teacher Education Program are submitted after this deadline, there is no guarantee that they will be processed prior to individual registration times. Transfer students should be particularly vigilant in meeting these requirement dates and make every effort to complete the Praxis Core test prior to coming to the University of Northern Iowa.

Wendy--Is this just the application and praxis? Not grades for classes?

Yes just app and praxis.

Diana--flex for this?

Allison--not a problem. Deadline will be helpful.
Jill--required? We need guarantee.
Bold the dates
Transfer students and second BA need to be vigilant

Lyn moved to approve the elementary motion as our secondary statement with a friendly amendment of adding 2nd BA to the last line that references transfer students only. Wendy moved to approve. Motion passed.

IX. Change of name of TE Application to TE Essay on requirements

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- Have completed Oral Communications (COMM 1000) or equivalent with a C- or better
- Have completed the Liberal Arts Core Category 1C (Quantitative Techniques & Understanding) with a grade of a C- or better
- Have a cumulative GPA of 2.5
- Have completed an acceptable **Essay to the Teacher Education Program** (Please allow a minimum of 4 weeks for **essay** processing)
- Have achieved a passing score on each of the three required **Praxis Core tests** (Reading, Math, and Writing) and have met the overall total score requirement.
- Earned credit for TEACH 2017

Elementary Motion: Have completed an acceptable Essay to the Teacher Education Program (Please allow a minimum of 4 weeks for Essay review and evaluation)

Discussion about wording ensued. What about filling out an application and submitting an essay?

JD – Currently a student's application is accepted and they think they have been accepted into the program

In UNITED when application is turned in the status is submitted. When the application is accepted then the term accepted is listed.

Could we note that the app. is complete?

Do students know the application can be returned if not correct? Is there criteria for the app/essay?

Per Chad they know now from orientation session.

with access to Secondary Senate Google folder so they can see the information.

X. Returning Non-Licensed Graduates

We had determined that anyone requesting to return after an absence (I thought it was two years, but five is more reasonable), a committee of the chair of teacher ed, department head, methods faculty, and other pertinent personnel would meet to determine if the individual should have to repeat any course work. One of the key factors was the reason the individual did not complete student teaching at the time they were on campus. That was the essence of the new policy that was to be in place effective sometime in 2009 or 2010.

2008 graduate approached secondary department about taking Human Relations then student teaching. The above policy was located. The policy needs to be updated. Discuss with departments. Chad will put all this in Google Folder and share it with everyone "Secondary Senate"

XI. 2nd BA - Non- UNI Graduate Process

Coursework Requirements

- Have completed College Writing and Research (ENGLISH 1005) or equivalent with a C- or better
- Have completed Oral Communications (COMM 1000) or equivalent with a C- or better
- Have completed the Liberal Arts Core Category 1C (Quantitative Techniques & Understanding) with a grade of a C- or better

Past Process

- Analysis of transcripts by registrar's office
- Student requests to individual departments and Provost for equivalency.

New Process

- Analysis transcripts by registrar's office
- If not equivalent, transcripts sent to Office of Teacher Education

Met with Registrar and Admissions office this week – how to communicate to advisors and depts.?.. – E-mail ?

XII. Motions from Elem Ed.

Motion 1

The UNI Teacher Education Program supports the passage of the Dreamers Act

Is there a Dreamers Act being discussed federally? Yes. The Secondary Senate would like official language before passing.

XIII. Ed Prep Faculty Update

Vickie –President Nook will be at Oct. 9th meeting. We need good Ed. Prep. turn out.

XIV. Educator Preparation Office Update

We are touring the countryside and talking about Ed. Prep. At UNI.

We want to be in line with the DOE vocabulary– everyone who is going to receive a license is considered under Ed. Prep.

Vickie provided a hand out.

ELL – workshop coming up

Data we received from state – 34% of first year teachers feel comfortable with ELL students. We need a long term solution.

2.3 % are minority in Iowa - 22% of our pop is minority
we need to recruit more minorities into teaching

Charles City bus trip is coming up. There are 56 students signed up and a wait list. A total of 75 UNI students will attend.

Let Vickie know if you have a school in mind for another bus trip next spring.

- IACTE Fall Conference
 - Iowa City/Coralville
 - Thursday, October 19- Governor Speaking
 - Friday, October 20
- AACTE Annual Conference
 - Baltimore, Maryland
 - February 28-March 3

XV. Executive Council

All the other updates plus conversations about:

- Protocol for Placing UNI Students in Schools
Motions from Elementary Teacher Ed. Senate on 9-7-17

Melissa moved that the Clinical Senates investigate and clearly define issues related to placements through the Cedar Valley and that more concrete and clear procedures for requesting field experience placements be in place other than Level I, II, III and IV with Vickie Robinson to serve in Ex-Officio capacity.

- Student Teachings in Houston

We had student teachers in Houston during the hurricane. The reports that came back were great as students helped out in the schools.

XVI. Upcoming Dates (subject to change)

- UNI Convocation—Wednesday, October 18, 2017 (4:00-5:00pm)

Elementary Senate

October 12 (Joint) Location SEC 309
 November 2 Location CBB 319
 December 7 Location CBB 319
 January 11 Location CBB 319
 February 1 Location CBB 319
 March 8 (Joint) Location SEC 309
 April 5 Location CBB 319
 April 26 Location CBB 319

Secondary Senate

October 12 (Joint) SEC 309
 November 16 Location CBB 319
 December 14 Location CBB 319
 January 18 Location CBB 319
 February 15 Location CBB 319
 March 8 (Joint) SEC 309
 April 19 Location CBB 319
 May 3 Location CBB 319