

Program Coordinating Committee
January 19, 2005
Notes

Those in attendance:

EIEd	Marjorie Hancock
SecEd	Larry Scharmann
EdAdl	Trudy Salsberry
SpecEd	Mary Kay Zabel
FAE	Frank Spikes
EdPsy	Jerry Hanna
SCPS	Steve Benton
C&I	Paul Burden
Unit Subcommittee Chairs	
Conceptual Framework	Trudy Salsberry
Standard 1	
Standard 2	Warren White
Standard 3	Sally Yahnke
Standard 4	Sherry Meredith for Kevin Murry
Standard 5	Judy Hughey
Standard 6	
Technology	Tweed Ross
Asst. Dean, Student Prof Services	
Director, Assessment	Warren White
Licensing Officer	Di Murphy
Chair, Associate Dean	Jan Wissman
Graduate Student	Jean Kiekel

The meeting was called to order at 2:30 by J. Wissman.

PCC Subcommittee rosters were distributed with the agenda. All previous committee members listed as confirmation pending have been confirmed.

Subcommittee Reports

Conceptual Framework – T. Salsberry has gone through the redesign of the brochure with Mary Hammel based on the recommendations of the committee. S. Yahnke has provided current conceptual framework information. There is still work to do on the alignment with the other standards. The committee is also reviewing the narrative that goes along with the new brochure. A mock up of the brochure should be available for review at the February meeting.

Faculty Standard 5 – A sample of an abbreviated vita was distributed (handout 1). In reference to item 7, faculty can include student evaluations or other data as the faculty member deems appropriate for inclusion. J. Hughey reported that C. Cumarantunge indicated the previous forms are online. After revisions are

approved by this committee, the new forms will become available online. Faculty will be given a specific time to complete the data and submit it to the associate dean's office for data collection.

Q: What schedule will we use to collect data?

Q: Can we generate a list from this database for future data collection purposes?

Q: As for the items on the vita that are updated every year, do we add on, or is each year a separate vita? Example – book chapters, articles written, courses taught – is it a running total or do we start over each year?

Q: For NCATE review, is there an assumption that we are in a model of continuous improvement that we have to show progress and growth?

Q: Question 3 – Is part B supposed to reflect technology use?

We need to decide whether we need stand-alone up-to-date vita by year, or cumulative. Is this too much to ask faculty to keep everything updated on an annual basis? As long as we don't have to re-key things that don't change it probably would not be difficult.

Assessment Committee – At a PCC meeting in the fall, there was a request for a table (chart, listing) of the data that are collected. There are two levels of evidence that we collect, one for program approval for the state department and the other is information for NCATE. Handout 2 contains the list of what we are collecting. Program data will be distributed in the spring and this fall. We will go back to a fall starting schedule beginning Fall 2005. Under the subheading "Graduates", the employer survey is not being collected from the departments, but is being conducted through a survey by the Office of Evaluation and Innovation in Education.

Q: Why are we not collecting information about preliminary exams for graduate programs? - We will start doing that.

Handout 2 - Page 2 of handout 2 is the data collection schedule. Page 3 of handout 2 indicates the follow up schedules that we will be using. Every fourth year we will be using EBI to compare our programs to six other peer schools.

A copy of the Program Assessment Data Response form (handout 3) was handed out to members and an explanation given by W. White. The process we are thinking about now is that the data will be forwarded to the programs with a request for information for a list of strengths, concerns, and proposed changes. The Unit Assessment Committee would come up with a similar list. The two lists will be compared and W. White, the department head, and the associate dean's office would meet to compare lists and get additional data. These forms will include dates for reference purposes. This information will be collected for each degree program under each department. We would also collect this data for doctoral programs. It was suggested that departments should receive the form as a word processing file to make it easier to complete.

Handout 4 contains program data that have been collected. This was distributed for informational purposes.

Subcommittee Tasks for 2005 (See handout 5)

All subcommittees will meet during the Spring 05 semester to assess the status of our unit in relation to expectations for “acceptable” status. In addition, subcommittees will answer the NCATE team template questions (NCATE website) for their respective standard. Progress reports are scheduled for March and April meetings with written reports due in May.

Faculty Standard 5 – Will there be questions related to faculty, as a result of this subcommittee review work that should be addressed in the faculty survey?

There could be a reflection question related to diversity – for example “Is your sense of inclusion growing?” Subcommittee chairs are encouraged to forward other faculty survey suggestions to J. Hughey.

March PCC meeting – a number of conflicts were identified for the March PCC meeting. Inquiries will be made about changing the date to March 9, 2005.

The meeting was adjourned at 3:30 p.m.