

Program Coordinating Council

November 14, 2007

BH 106

NOTES

EIEd	Paul Burden
SecEd	Sally Yahnke
EdAdl	
SpecEd	Ann Knackendoffel
FAE	
EdPsy	Steve Benton
SCPS	Steve Benton
C&I	Marjorie Hancock
Unit Subcommittee Chairs	
Conceptual Framework	
Standard 1	
Standard 2	Warren White
Standard 3	Sally Yahnke
Standard 4	Kevin Murry
Standard 5	Judy Hughey
Standard 6	Jackie Speers
Technology	Tweed Ross
Asst. Dean, Student Prof Services	Mike Perl
Director, Assessment	Warren White
Licensing Officer	
Assistant Dean for Diversity	
Chair, Associate Dean	Jan Wissman
Graduate Student	
Family Studies & Human Services	
Scribe	Laurie Curtis

J. Wissman called the meeting to order at 1:30 pm. She announced that the December 12th meeting has been cancelled. Thoughts were shared by W. White regarding his experience at a site visit at a private institution. He noted the piloting of the new BOE report template for the report and the template allowed for a more streamlined, focused, and shorter report than would have been written in the past. Focus questions provided just a couple of questions per element and the template guided the process. The number of people completing the visit remained the same as in the past. He noted that if the standard was met, the team chair was required to write a narrative about the strengths that were noted. The questions asked in the IR asked for specific strengths to be noted as well. P. Burden asked about the preliminary writing of the report that was done prior to the visit and W. White commented that the IR report questions allowed some of that work to be done in advance. He noted that the checklist provided was focused enough to guide those doing the visit to identify what information needed to be gleaned from the interviews. W. White noted that there were a limited number of electronic exhibits. He also noted how closely Standard 1 and Standard 2 are viewed together, with Standard 2 needing to provide clear documentation. J. Wissman stated that M. Perl had noted this as well in his fall site visit to another private institution in Kansas.

J. Wissman asked if there were any questions regarding the NCATE web seminar (see notes from October PCC meeting). One point of clarification on that day was the minimum amount of data needed in the report (two years).

Institutional Report/ Internal Reviews: The KSDE Program Reports are to be turned in to KSDE by February 18, 2008. 18 of these 23 reports are in Secondary Education. The deadline for those to be completed is December 15, 2007 and those may be turned in to J. Wissman. There will then be a review schedule determined. W. White stated that meetings have been held to help clarify information needed in the report. It was noted that it is helpful for the reviewer and the report writer to have the chance to sit down together. These will need to be submitted on CD and hard copy. J. Wissman asked if assistance was needed in the creating of tables. S. Yahnke asked if there were changes needed in certain tables and W. White said that specifically Tables 2 & 4 may need to be changed. It was requested that feedback be given to the writers stating if they are on the right track, the most effective way to link the exhibits, and suggestions for how to limit the pages as requested. NCATE has published a list of exhibits that are needed and that will be beneficial to this process.

J. Wissman asked those present to think about the possibility of having a mock review next fall. Members were asked to identify perhaps two colleagues from other institutions who might be able to help in this way.

Members were reminded of the professional development opportunity regarding diversity on Monday, November 16, 2007. The topic will be sexual orientation. Another topic to be addressed perhaps in a future session is that of religious diversity. Dr. Bob Shoop has stated his willingness to address the legal aspects of this topic, but members are asked to identify anyone who may be able to present, having expertise with this topic as it relates to our schools.

Meeting was adjourned

PCC Spring Dates:

January 16, 2008
February 13, 2008
March 12, 2008
April 9, 2008
May 14, 2008

Other Important Dates:

November 19, 2007: Professional Development Session: Diversity- Sexual Orientation
March 1, 2008 (or before) – Program Review Reports Due to KSDE