

Program Coordinating Council

January 14, 2009

BH 021

NOTES

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|-----------------------------------|-------------------|
| EIEd | Paul Burden |
| SecEd | Larry Scharmann |
| EdAdl | Trudy Salsberry |
| SpecEd | Ann Knackendoffel |
| FAE | Jeff Zacharakis |
| EdPsy | Kenneth Hughey |
| SCPS | Kenneth Hughey |
| ECE | Mary DeLuccie |
| C&I | Marjorie Hancock |
| Unit Subcommittee Chairs | |
| Conceptual Framework | Trudy Salsberry |
| Standard 1 | Gail Shroyer |
| Standard 2 | Warren White |
| Standard 3 | Sally Yahnke |
| Standard 4 | |
| Standard 5 | Judy Hughey |
| Standard 6 | Jackie Spears |
| Technology | Tweed Ross |
| Asst. Dean, Student Prof Services | |
| Director, Assessment | Warren White |
| Licensing Officer | |
| Assistant Dean for Diversity | David Griffin |
| Chair, Associate Dean | Jan Wissman |
| Graduate Student | |
| Scribe | Laurie Curtis |

Meeting was opened by J. Wissman at 1:30. Notes were reviewed from the November 12th meeting. The IR has been returned from the editor and committee chairs will be given a copy. It was reported that our accreditation pre-visit has been scheduled for January 22, 2009. The purpose for the visit will be to finalize the schedule for the March 7-11 accreditation visit. Those expected for the pre-visit include Eileen Oliver, Deb Mercer, Jeanne Duncan, and Pam Coleman. The schedule of the pre-visit and the latest draft of the IR (as a word document) will be forwarded to them in the next few days. Exhibits will not be provided, but a list of planned exhibits will be noted. Pre-visit will take place Wednesday night and guests will be staying at the Holiday Inn. Guest rooms and work room have been previewed and seem to meet the requirements. Rooms have king beds, refrigerators, and adequate desk space with easy access to the internet. All PCC members do not have to be available for the pre-visit. Meetings will be held in BH 021, with a short orientation taking place in 013.

There is a Campus Teacher Education Luncheon planned for February 12, 2009 for the purpose of discussing the KSDE/NCATE visit, discussion and distribution of program enrollment data, and discussion of any course changes that will be impacting our programs. Invitations will be issued shortly.

Discussion was given as to the time for our remaining PCC meetings and it was decided that the time would remain at 1:30, although it was noted that Dr. Griffin would be unable to attend until his course was completed in March.

P. Burden shared the draft schedule for the NCATE visit. The schedule includes possible interviews, travel time, meal information, etc. Most of the interviews will occur on Monday and Tuesday. This working copy will be e-mailed to team chairs for their suggestions and approval. J. Wissman stated that at the February PCC meeting it will be determined what students, faculty, and candidates will be available to meet with the reviewers. G. Shroyer asked that during the pre-visit clarification is given to who and where the team may want to visit related to schools and teachers. T. Salsberry reminded members that these visits must be mutually agreed upon and it is acceptable to decline a request for a visit if time or circumstances do not make it feasible. A. Knackendoffel suggested that a tentative plan be provided by us at the pre-visit and then ask them for any suggested changes.

L. Scharmann reported that the website has been designed and is accessible by using the password gocats. Standard 6 has been completed, documents set as links. Exhibits will be noted alphabetically. Standard 1 will be completed next. T. Salsberry asked that confirmation be given to report writers of what exhibits are needed. S. Yahnke asked how writers are to know what evidence will cross between standards. With individual writers not seeing the complete report there may be repetition. L. Scharmann stated that as much of the evidence should be electronic in nature. Discussion was given that reviewers differ in how they prefer the information with some wanting electronic exhibits- others paper copies. T. Salsberry asked how they are to determine what evidence must be produced at this time as an exhibit, and what information can stand alone as narrative. J. Stramel, our outside reviewer, noted that additional information is always requested and the team is aware that there will be items that may not be completely documented in the report. G. Shroyer asked for clarification during the pre-visit as to whether the team would like the exhibits organized through the utilization of OEIE, or if the state reports needed to be provided separately. It was requested that J. Wissman ask about the format of the exhibits during the pre-visit. It was noted that the links should be narrowly defined to facilitate searching for evidence. This becomes difficult because of the broad nature of the IR prompts. An exhibit model from the University of Kentucky has been referenced, but M. Hammel is customizing the site for Kansas State.

To review this process with our students and faculty, a fact sheet has been drafted. Members are to review it and let J. Wissman know by Friday of any additions or corrections that may be needed. This document would be shared with those within our unit and across campus. It can be placed on-line to facilitate sharing it with students. This document was slightly revised from our last cycle. J. Wissman is working on completion of the informational DVD. Information will also be provided at Faculty Assembly. J. Hughey said she would allow time on the agenda to facilitate this. Although J. Wissman will be unable to attend that meeting, someone will be sharing this information at that time. It is important that students, as well as faculty, are included in this process. A developing scholar, Crystal Williams, that G. Shroyer is working with has been shadowing this process and would likely be very interested in participating in the preparations for the visit.

J. Duncan has encouraged the showcasing of our programs through a poster session. This would be "low key" and would occur Saturday, March 7th in the afternoon. On that day there would be introductions and greetings in BH 106 with a light snack provided. Then a time of interaction between reviewers, faculty, and students would follow during an informative poster session in the Catalyst. Information gleaned during the pre-visit determining any area of perceived "weakness" could be addressed by providing information during the poster session.

It was decided that the poster session should be themed, rather than divided by program. The following were ideas related to possible themes represented during the poster session.

- OEIE- Christa and Aaron could showcase our website and show how it supports the work of the standards. How information gleaned leads to program improvement
- PDS (could be integrated with partnerships)
 - Grants
 - Model
- Partnerships
 - Teacher Quality Grant
 - CIMA
 - Leadership Academy
 - NSF GK 12
 - Negro Baseball League
- Technology and Support
 - Cindy Danner-Kuhn/
 - Catalyst support
 - Standards
- Student Relationships
 - Graduate Student Organization
 - KNEA
 - Ed Council
 - Kappa Delta Pi
 - CEC
 - Student Achievement/ Awards
 - COE Ambassadors
 - Advising
- Diversity
 - ESL/ Grants
 - Professional Development Session
 - Tilford Incentive Grants/ Fellows

Please e-mail J. Wissman with other themes that need to be identified as well as individuals who might want to organize this.

J. Hughey noted that it is time to conduct the faculty survey and she was wondering if she should continue this month to collect data. She asked if there were suggested changes for the survey. Members determined she should proceed and the only noted change was to include the question to provide more information for Standard 4: Diversity that Kimberly has developed. This appears to be providing rich data. It was noted that the questions were well aligned to the prompts for the IR, with exception of the TEVAL score comparisons (that we do not make.) J. Wissman suggested that the survey questions be forwarded to committee members for review. J. Hughey said she will make sure the survey is still aligned with the most current copy of the standards and asked that along with thoughts regarding the questions, please let her know of any problems encountered in submitting the survey. T. Salsberry noted that in the future the diversity questions could be analyzed and perhaps K. Staples may be interested in doing that for future research.

J. Wissman noted that we have several former students who have been announced as Horizon winners and will be recognized at the KEEN conference in February. This can also be showcased during our NCATE visit.

Meeting adjourned.

PCC meeting dates:

February 11

March 7-11 On-Site Visit