NOTICE: Two meetings of the COE Steering Committee are scheduled - Tuesday, February 27 @ 2:00 and Tuesday March 20 also at 2:00. Both meetings are to be held in the new Dean's Conference Room in Wardlaw Building. Please mark your calendar.

Minutes
College of Education Faculty Steering Committee
January 30, 2001

Attending: Margaret Burggraf, Chairperson, Richard Hult, Kathleen Marshall, Murray Mitchell, Tom Tompson, Irma Van Scoy

I. Approval of minutes from 12/5/00 meeting. Minutes approved as submitted.

II. Dr. Richard Hult has kindly agreed to serve as COE library representative until the Faculty Affairs Committee meets to elect a faculty member to serve in this capacity. Appreciation was expressed to Dr. Gail Raymond (retired) and Dr. Craig Kridel for their past service as the COE Library Representatives.

III. Associate Dean Van Scoy requested the committee review a recommendation of the Administrative Council which will eventually be distributed to faculty by their Department Chairs. The recommendation was for an INTRA-COLLEGE ADMISSION ACTION RECOMMENDATION check sheet that would permit a review of program admission standards for student admissions. A copy of each program's standards would be available in W 113. The purpose of this recommended procedure is to assess the clarity and consistency with which programs are applying their admissions standards and to determine the program's bottom line relative to cut-off criteria. It was noted that NCATE lists assessment of skills, knowledge and disposition (writing sample, interview, letter of intent, commitment to professional standards, etc.) as relative to admission standards.

REMINDER TO THE AD HOC COMMITTEE OF THE STEERING COMMITTEE: A COPY OF YOUR PROGRAM ADMISSIONS STANDARDS ARE TO BE REVIEWED BY THE STEERING COMMITTEE AT THE MARCH 20TH MEETING. PLEASE BRING THOSE COPIES FOR REVIEW AT THAT TIME.

IV. Associate Dean Van Scoy requested the committee consider a revision to the COE By-laws to address that currently members of the Steering Committee, chaired by the Faculty Chair-elect and including the chairs of all COE Standing Committees and the Dean of the College of Education. Suggested revision: Dean of the College of Education or the Dean's designee.

The Committee agreed to have the faculty discuss and vote at the Spring COE faculty meeting.

Dr. Mitchell Murray requested that the number of student representatives on COE Standing Committees be reviewed so that the number is consistent for the College. Currently the APGC
Committee has one student representative whereas all other committees have two student representatives. It was also noted that student representation is often absent; the committee concluded that openness to student participation is important. Associate Dean Van Scoy added that enhanced descriptions of the roles of the committee chairs, secretaries and members would also be helpful in preparation of the NCATE document; she requested a subcommittee work with her to review the COE By-laws for suggested revisions so that all of the recommendations could be included on the discussion/vote agenda at the Spring, COE Faculty Meeting. Dr. Marshall and Dr. Burggraf agreed to meet with Dr. Van Scoy (2-19-01) and make recommendations to the Steering Committee at the February 27th meeting.

For the February 27th meeting Chairs of College committees were asked to review the By-laws in order to assist in determining the accuracy of the descriptions of committee members responsibilities and make recommendations for revisions where needed.

Dr. Marshall agreed to inquire about May 3, 2001 as the date for Spring COE faculty meeting.

Dr. Van Scoy distributed a draft copy of Structure of the Professional Education Unit document. A discussion of the three diagrams in that paper followed. Revisions will be forthcoming.