1. Announcements
2. Ph.D. Update
3. CAEP preparation

Also, as promised, I’ve attached a current draft of our CAEP Inquiry Brief Self-Report for your review. Please look this draft over and feel free to share your thoughts, comments, insights, or suggestions with me, Nigel, Sarah, or Kathryn.

At this week’s meeting we will focus our efforts on completing the table that spans pages 15-22. We were able to get a good start on compiling this information at last week’s meeting and this week we will need to complete this task by filling in all of the cells with clear, articulate arguments for each component.

In addition to our work at this week’s meeting, we need some specific help and/or pieces of information in Section 1 of our Inquiry Brief. Thus, I have a few special requests of the C&I faculty for your expertise in the following areas:

1. **Christine** – please review the section on **Content Mastery** on page 5; strengthen/elaborate the wording in ways you see appropriate and provide the necessary citations to support our thinking.
2. **Jioanna & Mary** – please review the section on **Understanding Development and Diversity of Learners** on page 5; strengthen/elaborate the wording in ways you see appropriate and provide the necessary citations to support our thinking.
3. **Nick & Kalonde** – please review the section on **Pedagogical and Technological Proficiency** on page 5; strengthen/elaborate the wording in ways you see appropriate and provide the necessary citations to support our thinking.
4. **Lynn** – please review the section on **Excellence in Instructional Design and Assessment** on page 6; strengthen/elaborate the wording in ways you see appropriate and provide the necessary citations to support our thinking.
5. **Kathryn** - please review the section on **Professionalism** on page 6; strengthen/elaborate the wording in ways you see appropriate and provide the necessary citations to support our thinking.
6. **Ann Ellsworth** – please review the information on pages 3 & 4 and reword the contents as you see appropriate. The information presented on these pages was taken directly from our MSU webpages and needs some rigorous editing to make it read well.
7. **Cyndi, Jen, & Priscilla** - please tackle the yellow highlight at the top of page 8 and provide a few sentences describing how our student progress through the program from start to finish.
8. **Cyndi** – on page 11, we need you to develop a few sentences describing the work of the Education Advising Center.
9. **Kathryn & Gini** – we need some information from you on page 8 (overview of the Clinical Experience Sequence), page 10 (number of FS and CT this semester), and page 11 (description of the Office of FPL).

10. **Joyce** – please develop a few sentences to describe our practice of shared governance in our Department and across our Teacher Education Program.

11. **Fenjjen** – please work with Elizabeth Bird and together develop a short paragraph to be used on page 10 that describes our department faculty research productivity. Please send your info or edits to me within the next week, if at all possible. Thanks for your efforts in this important task!