

UTEC

Reid 425

September 17, 2014

Attendees Present: Brokaw, Browne, Carjuzaa, Carson, Dougher, Downey, Fleming, Francis, Freese, Hicks, Holmgren, Judge, LeCain, Lux, McCarthy Rogers, Meldahl, O'Callaghan, Ransdell, Roberts, Shanahan, Stewart, Stock, Tillack, Wanago, Will Dubyak, Schmitt Wilson

Absent (classroom schedule conflicts): Colton, Haughey, Igo, Luebeck, Petrone

1. Welcome and Introduction of 2014-15 UTEC Members – Dean Ransdell welcomed the UTEC members. She had everyone go around the room to introduce themselves and the department they are affiliated with.
2. Education Advising Center Key Updates – Cyndi Meldahl provided an overview of the Education Advising Center. She informed the members that changes to their website – www.montana.edu/education/advising - have been unveiled. It is still organized similarly, but changes to elementary education, secondary education, and K-12 teaching objectives have been updated. Specific changes on how to apply to the teacher education program (K-12 and 5-12) were incorporated. On the right hand side of the website, there are four buttons that have been updated to meet current admission standards: program objectives, application for admission, professional requirements, and program options. Meldahl explained one of the biggest changes to the application process is that the application for admission paperwork is now due one semester ahead of the methods courses. Due dates are September 15 for Spring Methods or February 15 for Summer and Fall Methods. Another significant change is that students are required to have a 2.75 GPA (formerly a 2.5 GPA) in order to make application to the teacher education program. A video podcast has a link on the Education Advising Center website now on how to apply for graduation: “How to use DegreeWorks” and “How to use Plans in DegreeWorks.”

Meldahl asked that graduate applications for both teacher majors and teacher minors are signed off by either advisor – Cindy Mehldahl or Jenn Clark – to lock in their teaching plan. A faculty member rebutted, and said that he has had dialogue with the Registrar's Office for teaching minors and there is another form that students/advisors can use to certify students rather than locking a student into a plan.

Other forms that are available on the website are the advisors' appointment schedules for meeting with students and teacher placement procedure (TEPP) forms. Micki MacGregor, Education Department, is currently updating TEPP forms. If changes on a

particular department's form need to still be incorporated into the individual department TEPP form, or if an error is observed, please contact Micki MacGregor. Specific registration requirements for each department can be posted.

The Education Advising Center is currently advising 1100 students. Next week, the advisors will do pre-advising for the spring semester for those students who are athletes, pre-registration/orientation peer-advisors, and academic tutors. A bulletin board for UTEC advisors will be soon be accessible with a log in code for the UTEC faculty and staff. Lastly, Mehdahl encouraged anyone from UTEC to call or meet with her.

3. Report on Office of Field Placement and Licensure – Kathryn Will-Dubyak gave an overview on the Field Placemen and Licensure Office. She mentioned that she was the former Assistant Director of Field Placement and Licensure, but was recently hired as the Director. A search for the Assistant Director's position that she vacated will soon begin.

Applications for student teaching were due on September 15.

Will-Dubyak is in the process of revising the Office of Field Placement and Licensure website. Changes have included updated information on student teaching and practicum roles and responsibilities. Students can now look up field components of their practicum. Student teaching requirements have been altered to fit new teaching requirements. A list of in-area schools are on the website that include the Bozeman, Livingston and Belgrade School Districts. The in-area field supervisors are in contact with the students to establish meeting times, classroom observations, timeline of assignments and assessment of clinical evaluations. In order to stay objective, the cooperating clinical evaluator will meet with the field supervisor and cooperating teacher, but is the responsible party that grades the Final Performance Assessment. Teacher work samples can now be dropped in the "turn it in" component on Desire2Learn site. Safeguards have been put in place to make sure student teachers are turning in original work.

Will-Dubyak will post communication information to the Bulletin Board on the Field Placement and Licensure website (i.e., there will be a recruiter from Alaska on campus soon). In addition, emails will be sent to all UTEC members. Will-Dubyak queried names of MSU faculty or staff that may be interested in getting updated information from her office.

4. Program Data Reports – Dr. Jayne Downey introduced Bill Freese to the group. She said that he and Dr. Sarah Schmitt-Wilson, as well as a team of five doctoral students worked on individual department/student data reports this summer.

Freese said that each department report included numbers on trends and information over the span of the last five years up to the May of 2014 student graduates. He stated that identifying students in Banner was extremely challenging, but he and his team were able to work out most of the problems. He was happy to report that the Education Department can now identify all its students on the system.

Dr. Downey summarized the reports. She asked UTEC members to examine the overall data. In particular, the data on licensures. Even though Freese worked out the problems in Banner with student numbers, she encouraged everyone to do the litmus test. Look at dips in aggregate data or trends in a couple of places if students are scoring higher or lower. Try to determine factors why student scores may have changed and compare the last years' data with this year's data.

In the reports, conceptual framework is included to align with InTASC Model Core Teaching Standards. She proceeded to explain Montana's positive and unique system of applying for a Montana Educator License at OPI using Praxis test scores and quantifying methods such as Field Experience scores in practicums and student teaching.

Improvements to the Graduation Survey are underway. Students report on how they feel prepared in five domains.

Shanahan asked if data can be identified for students who have government teaching minors. Freese will capture this information and send to Shanahan. Holmgren shared that in the past, people in the Chemistry Department questioned the rationale to continue to offer a chemistry-teaching component. He said the noise went away because the department did not need to add any extra classes, and traditionally there are up to five who graduate each year with either a major or minor in Chemistry. Downey said that MSU is the #1 producer of chemistry, biology and physics teachers in the state. She also said MSU has a great structure in achieving licensure.

5. Next Steps for the Accreditation Process – Downey prepared a PowerPoint slide show about the upcoming accreditation process/visit that will be held on the MSU campus on November 1-4, 2015. Happening simultaneously, are both the State Accreditation and the National CAEP visits. Multiple teams are scheduled on campus to review the Teacher Education Programs, Educational Leadership and NPTT. Downey has organized five teams of people to work on separate criterion: 1) Data Team – faculty, staff, and doctorate students; 2) EDLD National Accreditation Team – dean and faculty; 3)

Consultant Team – faculty, doctorate students, and UTEC members. Nigel Waterton will be the contact person coordinating efforts on this team. He will gather data and clarify requests for the state accreditation review. 4) TEPP – National Accreditation - faculty and doctorate students; 5) State Accreditation – UTEC, faculty and doctorate students.

Next, Downey spoke about how the old administrative rule will govern the Teacher Education accreditation self-study. However, a proposed new administrative rule will soon be voted on at an upcoming CAEP meeting. MSU's Department of Education will be accountable to show how to meet the new standards if approved. Each program will show evidence on how to meet the new standards.

The standards include:

- 1) Content and Pedagogical Knowledge
- 2) Clinical Partnership and Practice
- 3) Candidate Quality, Recruitment and Selectivity
- 4) Program Impact
- 5) Provider Quality, Continuous Improvement, and Capacity

Looking forward to the new rule, the Education Department will show evidence on how things should be improved through data/evidence.

Timelines have been set by Downey for accreditation due dates. The National Accreditation Team started working on reports in August and will continue through December. The reports will be sent to CAEP in January. Feedback from CAEP on the institutional report is expected back to the Education Department in January or February 2015. The draft for the State Accreditation is complete.

Justin Shanks, TEAL Director, is building a secure website to exchange information amongst everyone that is working on the accreditation self-studies. Benchmarks have been established along the way.

6. Next UTEC Meeting – October 21, 2014

Strand Student Union Building – Room TBD