Program Coordinating Committee  
September 17, 2003  
Notes

Those in attendance:
EIEd       Marjorie Hancock
SecEd      Larry Scharmann
EdAdl      Trudy Salsberry
SpecEd     Mary Kay Zabel
FAE        
EdPsy      Gerry Hanna
SCPS       Steve Benton
C&I        Paul Burden

Unit Subcommittee Chairs
Conceptual Framework  Trudy Salsberry
Standard 1              John Staver
Standard 2              Warren White
Standard 3
Standard 4
Standard 5
Standard 6
TQG Rep

Dir. Lab Experiences       Mike Perl
Coord. Teacher Ed          Warren White
Certification Office       Candace Pannbacker
Technology                Tweed Ross
Chair, Assistant Dean      Jan Wissman
Graduate Student           Jean Kiekel

UPDATE ON UNIT ASSESSMENT PLAN
Warren White reported that the committee is in the process of streamlining the databases. Chandima worked with the committee and is almost finished. One thing that has prevented the committee from getting it out to departments is because not all student teaching information is on the computer, and had to be entered by hand. This has now been completed. The committee will prepare a cover letter to departments asking for a response to data to be returned by the end of November. Once the data are back, the committee will identify what changes need to be made for next year.

One question: Does the Follow-Up Survey Committee need to continue to exist? Yes. The assessment committee meeting decided that the committee (a subcommittee of the Assessment Committee) will continue to meet. Barb Havlicek and Cindy Shuman will co-chair this committee as the management of the surveys moves from the former Center for Extended Services to the OEIE
Office. It was noted that the Unit Assessment Committee membership needs to be addressed. The portfolio piece is coming together nicely. There are still some pieces missing so a retreat is scheduled October 17. Examples of some of the issues that need to be addressed:

- Housing and storage of portfolios/artifacts
- Accuracy of self-assessment data
- Data collection
- Confidentiality

Public school colleagues were critical participants in the portfolio development process. Nancy Bridges, Diane DeNoon, and Jeanne Fridell. Department chairs are taking the portfolio seriously.

**APQC**

This benchmarking group forwarded information collected and recorded during the K-State site visit to us to edit and add to it. One site visitor reported, “I have never been to an institution where there was so much ownership by local teachers as it relates to teacher education.” G. Shroyer and S, Yahnke will report on their trip to the benchmarking wrap up meeting in Ohio (where K-State received recognition for participating in the benchmarking study).

**MIDDLE LEVEL COMMITTEE**

Larry Scharmann has agreed to serve as chairman. Discussion resulted in a revision of the charge to the committee. (attached)

**THEME FOR THE YEAR: READING**

There was a consensus that we should have a theme for the year and that the theme should be reading. Also, it was agreed upon to try out the reading theme “(beginning second semester) before developing guidelines and policies, etc. Marjorie Hancock agreed to meet with Mary Kay Zabel; they will recruit more people to work with them.

**TECHNOLOGY**

The technology agenda item was moved to the October PCC meeting. There has been some conversation/concern about what level of technology we want our students to have.

Some questions:

- Do we limit this discussion to students or focus on both students and faculty?
- Do our faculty use and require the use of technology?
- Should we focus our discussion on both undergraduate and graduate students?
Before the next meeting, T. Ross said that he would share 318 information with us. He observed that one of the weakest threads (related to technology) is ethical questions related to use of technology. It was pointed out that our students are expected to use technology to further their student’s learning. The content outline of 318 would be useful for the discussion. As we move more and more to using instructors/graduate students, how would we ensure their technological expertise?

OTHER
Marjorie Hancock announced that as the provost plans for his retirement as provost, he has organized a steering committee to review and brainstorm ideas related to UGE. She emphasized that the steering committee would make no decisions, just provide new ideas to the new provost. Nominations are needed in the next couple of days. The PCC suggested T. Salsberry and M. K. Zabel for COE nominees for the steering committee. Marjorie Hancock will provide their names to the committee (on which she serves) that is making the request.

Meeting adjourned at 3:20 p.m.