Meeting was called to order by J. Wissman.

**Conceptual Framework:**

*Revision of Handbook and Brochure:*

T. Salsberry stated that revisions are in the process of being made to the Conceptual Framework brochure. It will then be given to M. Hammel. The information will also be revised in the larger document. Subcommittee member, S. Benton, has been reworking and revising the narrative. The 4th bulleted item on brochure will be the added statement on diversity. Discussion was encouraged by any who felt the diagram on the front should be revised. Ideas mentioned included: arrows showing the connections, accentuating our circle, and maintaining the three circles. P. Burden asked what might be deleted from the brochure. Discussion regarding the goal statements, standards, and references to the Framework for Teaching was held. M. Hancock noted that in our programs our close alignment is to the standards, rather than the goals. G. Shroyer added that the Framework for Teaching headings are not necessarily needed in the brochure. M. Perl suggested that these items be kept in the larger document, but just not included in the brochure. T. Salsberry suggested that we note that we used the goals to prepare the brochure. She will therefore eliminate the goal statements and the Conceptual Framework notations from the brochure. S. Yahnke asked about keeping the stated references. It was discussed that the KSDE reference should be kept. L. Scharmann mentioned that it is important that the brochure makes clear that this is not just a Kansas program, but national, therefore the other references should continue to be included. K. Murry suggested that in the area of non-discrimination, T. Salsberry
should call A. Blair or M. Hammel to see about the statement regarding the reauthorization of 504. It was noted to change the revision date. J. Wissman said the catalog date can be changed from 2004-2006 to 2006-2008. She also stated that the brochure will be sent to press in the summer.

*Syllabus Check List (see attachment):* J. Wissman provided members with the most recent syllabus checklist to review. S. Benton noted that it would be helpful to be able to access this information on a website. On the K-State Learning Accommodations statement, he would recommend that the wording state “If you have any disability” (rather than limiting it to a physical or a learning disability) which will make it difficult for you to carry out… It was decided that it would be up to the discretion of the instructor elaborate on this. J. Wissman will notify the provost office to make them aware of this suggestion.

*Scope and Sequence for Conceptual Framework:* T. Salsberry thought we might make some recommendations as to when and where the Conceptual Framework is being addressed. M. Perl said this usually begins in EDEL 220: Orientation to Elementary Education, and EDSEC: 102 Teaching as a Career. Graduate programs will need to address this as well. S. Yahnke mentioned that W. White has been given the task to develop a chart of all the assessments given, and perhaps this chart can serve as a guide for us. J. Wissman suggested that the letter of acceptance to applicants to Teacher Education could include the information about the Conceptual Framework. Others thought that would be beneficial. Should it be included in the bibliography included with the course syllabus, referencing it as foundational to each course? S. Benton is working on the full Conceptual Framework Document and it will include this reference in the bibliography. The suggested copyright statement came from the Provost Office, and is recommended, but not required. S. Yahnke suggested that the information on the exit survey be used as an outline of what incoming students will be able to expect in their program. K. Murry noted that we would need to be communicating expected dispositions.

**Technology:** T. Ross was not in attendance, due to illness. It was noted that Elementary and Secondary faculty were continuing to identify changes that are needed. P. Burden reported that R. Talab had suggested that there are several things to suggest at this time. The first one is that EDETC 318 could become a web based self-assessment and be taken as credit/no credit. Secondly, there would be two courses taken concurrently with methods courses; (EDETC 418) would be placed with Block 1/A, and another course (EDETC 419) would be taken with Block 2/B. This configuration would allow for the technology courses to be integrated with the methods courses. There is also a recommendation for some supporting personnel, a Technology assistant or coordinator that would be available for consulting. L Scharmann said this is the model media consultants in the schools are using. S. Yahnke clarified that the methods instructors would not be in charge of teaching the technology. The 318 course, changing to no credit, would free up the two hours of credit for the classes integrated in the methods block. G. Shroyer also reminded us about some conversation earlier in the semester regarding integrating some of this technology through the PDS while students are involved their field experiences. Representatives from Elementary Ed. and Secondary Ed. are currently consulting with one another, offering suggestions. D. Murphy brought up the point that if this occurs, it is placing two more hours in the professional program. These courses could not be taken until they are accepted to the College of Education, and perhaps this could cause a problem with
advising/scheduling, considering the number of hours they could enroll in during one semester. L. Scharmann asked that it be left for discussion at the departmental level, and P. Burden also asked if it could be discussed departmentally and reported and discussed at the May 10th PCC meeting. D. Allen and L. Larson have been working on this for elementary education, and R. Talab and F. Burrack have been working on this for secondary education. G. Shroyer asked if we could have a representative from this group present to PCC about what has been discussed. Wissman asked if they could come to some commonality and present their recommendation to the PCC on May 10th.

**Standard 1 Candidate Knowledge, Skills, and Dispositions:** J. Wissman presented the ACTE meeting notebook to G. Shroyer. G. Shroyer mentioned that everything from the assessment committee relates to Standard 1. They continue to work on the alignment of the student teaching portfolio across the program. They are working on the integration of the philosophy statement with earlier coursework. They have been talking with K. Taylor about introducing this in the Foundations of Education class. For Block A and B, R. Wolbersberger was going to check for continuing alignment- to see if we have gaps or redundancies. We are to document how and when we are introducing the dispositions, as well as how we assess them through the philosophy statement. A rubric will need to be developed for this.

**Standard 2 Assessment:** W. White and others will be going to the NCATE/AECTE Institutional Meeting in Washington, DC on April 27 – 29th. You may e-mail him if you have questions you want answered at the meeting.

**Standard 3 Clinical and Field Experiences:** S. Yahnke stated they are collecting the undergraduate portfolio scores. She has met with J. Hughey, T. Salsberry, M. Kaff, and M. Hancock to discuss the field component for the graduate programs.

**Standard 4 Diversity:** K. Murry reported that they are continuing to work to build faculty understanding regarding diversity. They thought it may be valuable to track changes made in faculty syllabi or curriculum that reflects information gained during these professional development sessions. This Friday is the third in the series of three College of Education professional development sessions. K. Murry, S. Herrera and D. Perez will be facilitating this session. We will debrief and perhaps have a session to receive feedback regarding these sessions on May 3rd, with Call Hall ice cream at 1:30 – 3:00, or May 15th (morning). Follow-up information will be sent to encourage those who have attended to offer feedback and come and share how they have infused this information into their classes.

**Standard 5 Faculty:** J. Hughey stated that they still have 2 key full time faculty members that have not completed the on-line faculty vita and they have given them until Friday, April 14th to complete it. They are anticipating having some vita not complete, due to not every entry being applicable to every faculty member. It was clarified that there are cut-off dates to allow them to run the data. G. Shroyer inquired about reopening the system to add information after the data is run. J. Hughey reported that “everything since the last NCATE visit was to be included.” The final report will not be due until the NCATE visit. K. Murry suggested a “reverse chronological order” for the printout option.
Teacher Quality Grant: G. Shroyer sought advice on “team tasks” for the Summer Institute. In the past, teachers completed their requirements and tasks during June. However, there has been difficulty in getting the community college and K-State faculty to complete their tasks during the academic year. G. Shroyer reminded us of the two additional weeks of responsibility for which faculty are accountable. She reported that there are several College of Education tasks to be completed this year. A slate of tasks is being created from which teams can choose appropriate participation. T. Salsberry suggested that the grant team provide “specific” tasks. Faculty will be encouraged to share ideas for these tasks with G. Shroyer or S. Yahnke.

G. Shroyer said some national speakers will be brought in. Some speakers will be more intended for practicing teachers, while other speakers are meant for all faculty members. There will be time for faculty to work on special tasks, should they choose not to attend speaker presentations.

Future Meetings:
April 14 Diversity Professional Development Session #3
“Does your classroom speak the language of diversity?”

April 28 Teacher Education Advisory Council (TEAC)

April 27-29 NCATE/AATE Institutional Meeting, Washington, DC
K-State representatives: D. Griffin, K. Murry, M. Perl, and W. White

May 10 PCC Meeting at 2:30 (Technology will be on the agenda)

May 3 or 15 Diversity Theme Work Session