Program Coordinating Council  
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BH 021

NOTES

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J. Wissman opened the meeting at 1:30. Notes from the January meeting were reviewed. It was noted that D. Griffin has a conflict with his teaching schedule and was therefore unable to attend. It was announced that we will have no official PCC meeting in March due to the timing of the accreditation visit.

A DVD that provides an overview of the NCATE accreditation process was viewed by those present and feedback was requested. The distribution of the DVD was discussed and it was determined that the video will be placed on our COE website accompanied with the yellow NCATE fact sheet. The DVD should be shown in both graduate and undergraduate courses and shared with all faculty members. Multiple copies will be available. Discussion was given as to the value of having brownbag luncheons to help inform faculty. It was suggested that the video be viewed at Faculty Assembly and discussed at the upcoming mentoring session. S. Yahnke shared that an instructor returning from AACTE shared questions regarding NCATE standards and our Conceptual Framework that demonstrated how easy it is to be confused regarding the multiple standards our programs align to. It was discussed how important it is to inform and answer questions that anyone may have, especially new faculty and instructors, and it was suggested that the abbreviations on the fact sheet be expanded to clarify for those not reading it sequentially. It was decided that this accreditation information should be shared at the department level with inservice being conducted as needed, making sure all students and faculty are clear regarding our mission and vision, and providing clarification about the importance and value of the state reports and the NCATE accreditation process.
NCATE Showcase Session: L. Curtis reported that an information sheet has been sent to those responsible for the themed presentations at the showcase session to be held on March 7th from 4:00 – 5:30 PM in the Catalyst. Themes to be represented include diversity, assessment, partnerships, and technology. Those wanting a display board were to reply to M. Hammel by today and by Feb. 20th they are to send to L. Curtis a 2-3 sentence summary of their session and a list of those presenting the information. In their presentations they were asked to highlight both undergraduate and graduate programs and have both faculty and students available for conversations. Those facilitating the displays are to set up on Friday afternoon, March 6th after 3:00 PM.

NCATE Visitation Schedule: P. Burden shared the working draft of the interview/meeting schedule for the NCATE visit. Members were asked to provide feedback related to scheduling conflicts and/or other interviews that may be needed. (See handout) A list of classes that are taught on Monday and Tuesday, both graduate and undergraduate, will be provided to reviewers. Faculty need to be reminded that the reviewers may be visiting courses that day. M. Perl, G. Shroyer, and S. Yahnke will work out a schedule for the school visitation and report back to P. Burden so it may be included in the master schedule. M. Perl reminded those present that reviewers will want the perspectives of our students, so students should encouraged to attend any relevant sessions. Faculty is encouraged to review the questions likely to be asked, which can be found on the NCATE website. P. Burden suggested that once the schedule has been finalized, J. Wissman send out a note encouraging high attendance at the sessions. It was noted that “open sessions” are important to allow anyone wishing to share additional information to the team with an opportunity to do so. It appears that Monday late afternoon reviewers may be able to visit with our students in Southwest Kansas prior to the Block A course taught by G. Shroyer in Dole Hall. Department Chairs were asked to locate students who have graduated, but are still in the area, so we have graduates for the reviewers to converse with.

J. Wissman is going to clarify with E. Oliver regarding whether or not there needs to be any representation from the counseling program, since they have just completed their professional review. Correspondence was read from E. Oliver stating the stance regarding distance education and whether or not data needs to be disaggregated any further in our programs such as Southwest Kansas. It was determined that we do not have any programs which are considered completely delivered distance/online at this time and we do not need to provide any further disaggregation of our data.

A packet of information is being readied for the reviewers to provide them with general information about Manhattan and Kansas State University. Members were encouraged to provide J. Wissman with any additional thoughts or questions regarding the final preparations.

Meeting was adjourned at 3:00 PM