

12-9-2008

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Council on Teacher Education

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## MINUTES OF THE COUNCIL ON TEACHER EDUCATION

12/09/2008

<http://www.eiu.edu/~eiucote>

The Council on Teacher Education met at 2:00 p.m. on Tuesday, December 9, 2008, in the Sullivan Room.

Members present: Dr. Belleville, Dr. Binns, Dr. Campanis, Dr. Cavanaugh, Dr. Edwards, Mr. Hagaman, Dr. Jones, Dr. McCormick, Ms. Renardo, and Dean Jackman

Guests present: Kari Dailey, AAC; Teresa Freking, SED/EDF; Dr. Owen, KSS; Dr. Poulter, STG; Dr. Wiles, MAT

Staff present: Dr. Bower, Ms. Wilson

### I. Minutes

The minutes from the October 28, 2008, meeting were approved.

### II. Communications

None.

### III. Informational Items

1. From Dean Hanner, COS, notice of executive action to include the GPA prerequisite in the course description for SOS 3400. This was sent to COTE for informational purposes only.

### IV. Items to be Added to the Agenda

The following item was added to the agenda.

#### 1. **08-05, Degree Title Change for Kinesiology & Sports Studies**

Dr. Edwards moved and Dr. Jones seconded the motion to suspend the rules and act on the item at the same meeting. The motion passed unanimously.

(The order of the agenda was changed to accommodate the guests that were present.)

### V. Items to be Acted Upon

#### 1. **08-05, Degree Title Change for Kinesiology & Sports Studies**

Dr. Owen presented this proposal and answered questions of the Council. Dr. Campanis moved and Dr. Binns seconded the motion to approve this proposal. The motion passed unanimously.

The item was approved, effective Fall 2009.

#### **B.S. in Kinesiology and Sports Studies: Physical Education, Teacher Certification Option K-12 Special Certificate**

#### 2. **08-04, Dispositions Referral Procedure**

Dr. Poulter and Dr. Freking presented this proposal and answered questions of the Council. They took the suggestions that were submitted for improving the dispositions referral form and made revisions. The revised form was presented and discussed. The Dispositions Committee is proposing that the University adopt this procedure and form as a model for departments to use for teacher certification students. Dr. Binns moved and Mr. Hagaman seconded the motion to approve this proposal. The motion passed unanimously as amended.

This item (see Attachment A) was approved, effective Spring 2009. The on-line form can be accessed through the Student Teaching website.

#### 3. **08-03, Bylaws Committee Recommendations**

Dr. Cavanaugh presented this proposal on behalf of the Bylaws Subcommittee and answered questions of the Council. Dr. McCormick moved and Dr. Binns seconded the motion to approve this proposal. The motion passed

unanimously. Dean Jackman will forward the proposal to the Provost for final approval by the President's Council.

**VI. Executive Director's Report**

1. The NCATE visit was delayed until Fall 2010.
2. The University Advisory Committee on Teacher Education is discussing a potential policy for repeating practicum courses and student teaching.

**VII. NCATE**

Dr. Bower reported the following:

1. During Spring 2009, the Steering Committee will be working in earnest to prepare the Institutional Report for the NCATE visit.
2. During Spring 2009, the Unit Assessment Committee will review the unit assessment system.
3. The Illinois State Teacher Certification Board recently reviewed institutions and programs. NCATE institutions with programs that do not receive national recognition are put on probation for 18 months and cannot admit students into the programs.
4. Beginning in Spring 2009, the Illinois State Teacher Certification Board will examine the process by which it gives State program approval.
5. Assessment data for Fall 2008 must be entered in LiveText no later than January 15, 2009.

The meeting adjourned at 3:25 p.m.

Bonnie Wilson, Recorder

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**ANNOUNCEMENT OF NEXT MEETING  
Tuesday, January 13, 2009  
Sullivan Room – University Union**

**Agenda:**

None at this time.

**ATTACHMENT A**

**EASTERN ILLINOIS UNIVERSITY  
TEACHER EDUCATION DISPOSITION REFERRAL/DOCUMENTATION FORM**

**Student's Last Name**

**First Name**

**Student's E#**

**Teaching Major(s)**

**Name of Person Referring:**

**Date:**

**Position Title and Relationship to Student (e.g. professor, instructor, practicum supervisor, cooperating teacher)**

**Check the dispositional area(s) related to your concern:**

**Interactions with Students**

**Professional Ethics and Practices**

**Effective Communication**

**Planning and Teaching for Student Learning**

**Sensitivity to Diversity and Equity**

**Other**

**Description of concern/incident related to Student's disposition(s)**

**Summary of meeting with Student**

\_\_\_\_\_  
**Referrer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Send original to Associate Dean, College of Education and Professional Studies.  
Send 1 copy to Student's Major Department Chair**

NOTE: If student refuses to meet or sign, referrer should indicate on form.

### Documentation- Referral Form Submitted (Monitor)

No action at this time but monitor the EIU Student\* informally. Record of the concern(s) in the EIU Student's file. The **Major Department Designee\*\*** may review the concern again later and recommend that action be taken at that time. If additional concerns are submitted, the Designee may recommend initiation of the Referral Procedure.

#### Step 1: Collection of Additional Information about the EIU Student

A request is made to faculty and staff for additional input regarding the particular EIU Student. This input may include both concerns and commendations relative to dispositions.

After a review of the EIU Student file and all relevant input, the Designee may recommend further action.

#### Step 2: Notice to Appear Before Major Department Designee

The Designee contacts the EIU Student via his/her Eastern Illinois University Email account. The EIU Student must respond and schedule a meeting with the Designee within 14 days of the email being sent.

At the appearance with the Designee, the concerns are reviewed with the EIU Student, and the Designee recommends further action.

The Student is expected to:

1. Develop a written Action Plan that addresses the specific concern(s) identified. The EIU Student writes goals that effectively lead to the elimination of the specific areas of concern.
2. Present the written Action Plan to the Designee to discuss and approve the EIU Student's goals and remediation strategies. The EIU Student has a minimum of seven days to submit the plan.
3. Provide the Designee with a Student Progress Summary (1-2 pages) by a designated date as determined during the appearance with the Designee. The EIU Student must address how s/he has reconciled and/or remediated the specific concern(s) and how each concern has been eliminated.

*NOTE: Failure to meet with the Major Department Designee as requested prevents the Student from taking further professional education coursework.*

#### Step 3: Review of Evidence and Recommendation to the Dean

The Major Department Designee will review the Student Progress Summary upon completion of the action plan. The Designee will make a decision on the EIU Student's successful completion of the process. One of the following recommendations will be made to the Dean of the College of Education and Professional studies: The EIU Student will be: (1) allowed to continue/resume degree program progress; (2) asked to return to Step 1 or 2 and repeat the process; (3) recommended for dismissal from the Teacher Education program.

#### Appeal Process

The EIU Student has the right to appeal the Major Department decision to the Dean of the College of Education and Professional Studies and COTE Appeals Committee.

\***EIU Student** refers to a student in an approved Teacher Education Program

\*\***Major Department Designee** may be the Department Chair, Program Coordinator, Department Committee, or combination.