Present: Frank Mc Quarrie, Jiening Ruan, Mark Letcher, Teresa Bell, Neil Houser, John Covaleskie, Joyce Brandes, Debbie Rodgers, Denise Beesley, Scott Watkins, Ed Marek, Kathy Latrobe, Donna Abraham, Ray Miller, Mona Ryan, Gregg Garn and Jamie Aldridge.

Approval of the Minutes
Upon motion made by Ed Marek and second by Teresa Bell the minutes of the previous meeting were approved.

I. Information/Discussion/Actions

Gregg Garn announced that we do have a student representative for EPD. Her name is Katie Stone and she is an Early Childhood senior. He also informed members that three names have been submitted to serve as the outside practitioner. The three names submitted are principals; 1) Randy Scott, Newcastle Middle School, 2) Susan Powell, Roosevelt Elementary, Norman and 3) Mike Messerli, Santa Fe Elementary School in Moore. Gregg Garn reported to members that he will gauge interest in serving and check the coordination of schedules. He also noted that since it was formalized by a vote from EPD that the practitioner position would serve a 2-year term a vote for this position and would be held electronically as soon as he can clarify interest and schedules from the three candidates.

Gregg Garn announced as a representative for Terri DeBacker that the assessment for Level I and II field experience surveys as well as survey for internship were emailed or mailed out on Friday, April 25th or Monday, April 29th.

• CoE Electronic Calendar – Scott Watkins was in attendance to show members calendars that are available to the college. Calendars shared were for room scheduling availability, web calendar used for posting events within the college, and iCal, which can import events into an individual’s calendar in Outlook or Entourage. Scott noted that any events that would like to be shared on the web calendar could just be e-mailed to him with the pertinent information to be shared with students and outside audiences. For further questions email swatkins@ou.edu.

• Closure Meeting – Members were provided with a copy of the agenda for the closure meeting which included date, time, and location of the meeting. Gregg Garn reported that arrangements have been made for additional break outs areas to alleviate noise problems experienced during the orientation held in January.

It was brought to attention that in the “Implementation and Evaluation Process” section of the portfolio process it indicates that “Evaluation 4” of the process is associated with the Internship Closure meeting. It was decided that with the new process of portfolios being submitted electronically to change the wording to read that the “Evaluation 4” be associated with internship. Noting that with the portfolios being electronic, it was not feasible to evaluate them at the closure meeting.
• Alternative Teacher Certification Update - Gregg Garn reported that there have been some substitutions made from the original bill that was sent through the House of Representatives and passed in favor 98 to 2. Gregg expressed his feeling that the substitution has closed alternative certification. Gregg informed members that the substitution will keep alternatively certified teacher from taking additional tests outside their content area unless they receive permission to take those exams from their superintendent. In the areas of early childhood, elementary, and special education teachers must have completed those education programs. The bad news that Gregg feels has come out of this substitution is that in some ways it has restricted some of the programs too much. Gregg expressed concerns that traditionally problems with bills passing the senate.

• NCATE Timeline – Gregg Garn handed out a reminder for the NCATE timeline for the 2011 visit. The institutional timeline for the portfolio visit is spring 2009. The program reports are due Spring 2010 and the BOE site visit is scheduled for Spring 2011. The certification program areas are being asked to provide the following by May 9th:
  1. A self assessment of progress-current strengths and weaknesses;
  2. An outline of the six-eight assessments that are aligned to SPA requirements;
  3. An overview of how many years of data that has been collected and where this data is stored (individually, with Katy, etc.)

• Initial Program Portfolio – test score reporting – Gregg Garn announced to members that it had been brought to his attention that there have been some concerns of sensitive test score reporting and evaluations as part of the portfolio process. Gregg Garn contacted Greg Heiser from the Provost’s office to review the situation. The email response from Greg Heiser was that he felt we met the guidelines of Family Education Rights and Privacy Act (FERPA) in that it allows schools to disclose those records without consent because of the two conditions met below:
  1. Specified officials for audit or evaluation purposes;
  2. Accrediting organizations;

Even though an approval from Greg Heiser under the guidelines listed above Gregg Garn felt there were still issues with the inputting of test score information because of program areas encouraging peer review. Gregg Garn suggested to members that they consider a timeline for including documents with confidential information into the portfolio until after peer review.

After a lengthy discussion of members there were several ideas that were shared on the sensitivity of the information in the portfolio at the time of peer review. Some suggestions made were:
  a. Inputting scores as Pass/Fail instead of using actual test scores;
  b. Including some sort of statement outlining their privacy rights;
  c. Giving students the option to remove their scores before peer review;
  d. Students have two separate portfolios – 1) their official portfolio, 2) one that is student generated work which is the work that feedback is wanted from peers;

Gregg Garn told members that he was hesitant to dictate how all program areas handle the situation, but encouraged each program area to discuss and determine what makes sense for each program in protecting the privacy of the students.

Many members felt there is some fine tuning that needs to be done in the portfolio process, such as supplying field experience evaluations being submitted in the process. Questions were asked how and if students have access to those evaluations? Frank Mc Quarrie and Neil
Houser stressed the importance of being able to show portfolio reviewers our implementation of strategies, and then being able to show the progress that has been made in implementing those strategies.

- **Enrollment Data Update** – Debbie Rodgers provided members with a handout containing enrollment data from College of Education beginning AY 2002-2003. Her report included a variety of information to include, a cohort progress report, program retention totals, pre-admission to completion date totals, and full admission comparisons.

II. **Reports/Actions**

- **Professional Sequence Committee** – Debbie Rodgers reported that she working on a grid of the field experience courses to provide a description of the courses and number of hours spent in each field experience.

- **Certification** – Jamie Aldridge reported that internship requests have been submitted to the public schools for placement. She is also working on the 2nd half resident teacher report. Members present were also reminded of the internship closure meeting on May 5th and the EPD Open meeting scheduled for May 7th at 5:15 p.m. in ECH 237.

Mona Ryan announced that May is “Better Hearing and Speech” month and a brownie and ice cream social will be sponsored by the Oklahoma Speech, Language, and Hearing Association along with the Oklahoma School Psychological Association. She invited everyone to attend the event to be held Thursday, May 1 from 11:00 a.m. to 2:00 p.m. at the 4th Floor Rotunda at the State Capitol Building.

**Adjournment**

The meeting adjourned at 10:10 a.m.