Present: Cecelia Brown, Maggie Ryan, Sherry Cox, Neil Houser, Lisa Monroe, Cheryl Walker-Esbaugh, Joyce Brandes, Tim Laubach, Michael Angelotti, Rhonda Goolsby, Jieng Ruan, Sally Beach, Ji Hong, Stacy Reeder, Mark Lucas and Jamie Aldridge.

Approval of the Minutes – The minutes are distributed electronically. There were no suggested revisions. Minutes considered approved.

In the absence of Terri DeBacker the meeting was presided over by Joyce Brandes.

Information Items
1. **OCTP co-teaching training, March 5th – 6th at OU** – Joyce Brandes reminded members the OCTP co-teaching training will be next week on March 5 – 6 on the OU campus. March 5 will run 8 a.m. – 4 p.m. and March 6 will run 8 a.m. – 3 p.m. She asked members if any of them were planning on attending the training or if they knew of anyone planning on attending. Sally Beach announced that she and Priscilla Griffith will be attending. Rhonda Goolsby told members Kansas Conrady had also signed up. During the meeting it was announced that it had just been announced that both training sessions had been moved to the Embassy Suites close Will Rogers Airport.

2. **State Portfolio Requirement** - Joyce Brandes informed members the state still requires portfolios and asked members to continue with the agreed upon timeline and check points that have been accepted as a College. This announcement was in response to the State AFI.

Business Items
1. **Proposal for 4-year Foreign Language Education Program** – Sherry Cox and Cheryl Walker-Esbaugh submitted a proposal to change the Foreign Language Education programs to a 4-year program. Members were provided with copies of the degree sheets for Latin, French, Spanish and German indicating proposed changes to each program. They also received a handout that showed the content and supporting standards for the foreign language programs. Cheryl Walker-Esbaugh started by sharing the proposed changes to the Latin Education program. She informed members they are requesting to add a course dedicated to composition and a linguistics class to their “Specialized Education” courses to help the students when teaching and meet the standards of their SPA. Also in the “Specialized Education” courses, Cheryl told members they are requesting to add another course of classical culture as their students will not only be teaching the language, but the culture as well. The final change being requested was in the “Professional Education” courses. They are requesting to have the Foreign Language Methodology class become their official methodology course. Cheryl indicated in the past they have only offered their methodology course every four years, which was difficult for many students and had some of them taking it out of sequence. Some of their students would substitute the foreign language class. Another reason she told members for having their students take the Foreign Language Methodology class is because their SPA requires the course be taught by someone who specializes in 2nd language acquisition, which she does not have that expertise.

Sherry Cox told members while looking at the proposed changes to the Latin program prompted them to look at the degree sheets of the other foreign language education programs. She told members with the changes all foreign language degrees will be set at minimum of 127 hours and all changes are uniform for Spanish, French and German degree sheets. She reported in the General Education column the foreign languages will change to read “An elementary knowledge of another classical, modern, foreign, native or American sign language is required. (2 courses)” and will also change on all education degree sheets because some students were not aware they could take native or American sign language for their requirements. The General Education requirements for the foreign language education students will be 51 hours. The requirement for general education hours for a B.S. degree is 55 hours. Sherry explained the additional 4 hours will come from the specialized education courses beginning foreign course corresponding to their program. In the professional education courses, Sherry told members the graduate component courses will be move into that column and will raise those required hours to thirty. The Specialized Education courses will all require 46 hours. Joyce Brandes asked members to take the information back to their program areas. A vote on the proposed changes will be taken at the next meeting unless otherwise notified.

2. **Proposal for changing GPA requirements for admission and retention in TE-Plus** – Sherry Cox reported that students must meet several GPAs to graduate such as their overall, specialized and professional GPA. She told members that not all of the GPAs show up on a student’s transcript or in Degree Navigator report so a lot of them are hand calculated by advisors. Sherry told members there have been a couple of students having problems with maintaining 2.75 especially with their professional GPA. If those students get several “C’s” pretty soon they are below the 2.75 GPA and with the repeat policy at OU students can repeat courses for credit with a grade of “C” or higher. This lead to a problem with one of our Elementary students that didn’t have a GPA of 2.75 in her professional education courses, which meant we really couldn’t graduate her. She had some difficulty in some of her courses, but she had been getting “C’s” and there was not any reason to stop her anywhere in her program. It was determined that she needed to repeat one of her professional education courses. The student repeated one of the courses and she was given some specific directives. Sherry told members that there have been several students with this same issue and requirements were either waived the requirements or when students were in the extended program they would let students graduate, but not let them intern. Now that students are back in the 4-year program we cannot tell that to students. Sherry told members discussions need to be had to come up with an across the board policy on how to handle these issues when students don’t meet these requirements. She noted that this mostly happens in the
professional education courses because they are usually able to catch these problems early in the specialized education courses due to the larger number of courses. Sherry asked members to talk with their program areas and bring feedback to discuss at the March meeting.

3. **Proposal for procedures for advising masters level teacher certification students** - Sherry Cox reported to members since the College has started the Masters with teacher certification several people are getting overwhelmed and we really don’t know what student are doing a Masters with teacher certification. She asked members to think about how the Advising Office can help the faculty, but also having something on record to have students sign saying they are doing a Masters with teacher certification. Sherry provided members with handouts of example contracts for Elementary, Early Childhood and World Language Masters students seeking certification. Sherry noted in addition to the certification coursework, initial teacher certification candidates must meet the State Regents 4 X 12, foreign language and portfolio requirements. She told members she felt the contracts would be helpful for students to have their coursework mapped out and know what courses they must take to be recommended for certification and for the Advising Office to know when these students come in permission to be enrolled in one of the courses. Sherry also provided members with a handout of the graduate level equivalent version of the professional development sequence courses.

4. **Reports from task forces** -
   a) **Assessing Dispositions** - Lisa Monroe asked for feedback regarding what should be done when a student states, “I do not want to be a teacher.” Discussion ensued and it was determined she should be sent to Student Services so a plan of action can be developed that will support the student as she progresses toward a degree.
   b) **Review of issues that we say are streamed throughout TE-Plus** - Rhonda Goolsby stated that she will e-mail faculty regarding these issues.
   c) **Consistent Criteria for clinical faculty CT & University supervisors** - In the absence of Terri DeBacker, Joyce Brandes distributed a crosswalk of the criteria for Clinical Faculty and Cooperating Teachers that was reported by certification area in their NCATE reports. Members were asked to review the handout to see if the information was correct for their program areas.
   d) **Urban Teacher Prep Academy** - Rhonda Goolsby announced the UTPA interns have had 2 meetings with their cohort at UCO. The first meeting was a get together to meet all the students in the cohort. The second meeting was at the Family Awareness and Community Teamwork (FACT) center to increase their awareness of how mentorship can play a positive role in their students’ lives, especially those at risk for joining a gang. She reported the next step will be to complete 20 hours of volunteer work in the Oklahoma City area.
   e) **Instructional Rounds** - No report.
   f) **Other** -

**Reports**

1. **Student Advising** - Sherry Cox reported the March full admissions will be beginning soon and reminded faculty to have all new admits sign the Memorandum of Understanding and the self-reporting sex offender form. She told members the form will eventually be online, but Chad Bailey is still working on getting it set up. Sherry also distributed a mock-up of the flyer that will be distributed by the JRCoE. Discussion was held regarding the need for more specific information about each program that could possibly be put on the back of their general flyer. The next flyer to be developed will be about the M.Ed. with certification programs.

2. **Certification/residency/field experiences** - Jamie Aldridge reported that all students in EIPT 3483 have been placed, but she still has a few principals to contact to get the placement information. She also reported she will soon begin compiling information for the Federal Title II report.

3. **OECTE/OCTP/OSRHE** - No report.

**Other Business**

Meeting adjourned at 9:55 a.m.