NCATE Executive Steering Committee

September 7, 2010

3:00pm – 5:00pm

B-111 Van Hoesen

MINUTES

Members Present: M. Barduhn, D. Farnsworth, J. Cottone, B. Mattingly, C. Van Der Karr, M. Canfield, S. Cunningham, J. Mosher, R. Janke, S. Cohen, G. Wood, A. Berg, M. Goodwin, J. Bailey

1. Approve Meeting Agenda: Marley started the meeting by welcoming everyone back. The agenda was approved without addition or modification.
2. Approve Meeting Minutes from August 10, 2010: The minutes were approved without addition or modification.
3. Old Business
	1. Review the Committee Charge: Marley reviewed the charge to the NCATE Steering Committee. “The NCATE Executive Steering committee is charged to establish and document that the unit has the leadership, authority, budget, personnel, facilities, and resources, including informational technology resources, for the preparation of candidates at initial and advanced levels to meet professional, state, and institutional standards.” This was used as a platform from which the committee would brainstorm goals and objectives for the upcoming year with regard to the NCATE Accreditation process. The following priorities were identified as a result:
		1. Institutionalized Assessment
		2. Identify goals and roles for the NCATE Coordinator and Steering Committee Members
		3. Identify goals and roles for all groups such as the Teacher Education Council and place each group in a hierarchy to determine who answers to whom.
		4. Identify decisions that need to be made with regard to planning for the next NCATE accreditation cycle, 2014 (including vision and strategic plan).
		5. Identify the pathway for the 2014 accreditation process.
		6. Identify procedures to monitor program status.
		7. Develop hierarchy and use of TaskStream (or another tool) for systematic data review.
		8. Identify key unit assessments.
		9. Identify and build upon what we are already doing well
		10. Consider Title II and what we need to do to address the Title II Report.
	2. Review the National Recognition Status for all SUNY Cortland Teacher Preparation Programs and strategize responses- M. Barduhn, J. Cottone, B. Mattingly-Report on the plans developed at meetings conducted with English, Math, Childhood/Early Childhood, Science, and Literacy Departments.
	3. Status of plans developed at the last steering committee meeting- all Standards Chairs: This item will also be carried forward to the next meeting of the committee.
	4. Committee Appointments and Plans to fill vacancies-M. Barduhn, J. Cottone, B. Mattingly: A number of appointments to committees were announced and current vacancies were discussed. Marley indicated that it is imperative that we fill all vacancies as soon as possible so that time-sensitive requirements for the NCATE Accreditation Process and Title II can be met. With regard to the appointment of a Unit Assessment Coordinator the committee asked what they could do collectively to facilitate the appointment. Marley reviewed what has been done to date: interviewed 6 candidates including adjuncts and lecturers as well as an off-campus consultant. Also found a full time faculty member but nothing has happened with that position to date. No plans were developed to address this issue but the committee will continue to advocate for an appropriate person to be tapped to serve in this capacity at the earliest opportunity. A member of the committee asked if we have committed to TaskStream? A. Berg indicated that she would be comfortable committing to the AMS (Accountability Module)portion of TaskStream but we will probably not commit to the student portfolio that is currently college supported (LAT). This is because there are other software programs that contain portfolio options, such as Blackboard and e-learning portfolios that contain pretty much the same features at no cost. The college simply does not have a funding stream to support this feature as it currently exists.
	5. Status of draft Standards/Conceptual Framework Documents and Discussion of Editing Process-Standards Sub-committee Chairs:
		1. **Standard 1** did not hear back from everyone so they are just moving forward. The employer survey will be going out next week and the graduate survey has approached 200 responses. The committee has the STE data and the standard has been broken down by seven elements with each element being addressed by a different committee member. Areas for Improvement will be identified and addressed with initiatives to strengthen our results. Carol mentioned that her committee felt it would be helpful to identify SUNY partners and others within the NCATE system that are similar in size, composition and complexity to SUNY Cortland. Most of the programs in exemplars are small programs and do not represent a good model upon which to design our Standard 1 response.
		2. Standard 2: Merle did an update of the institution’s readiness to finalize a draft document for standard 2 online. He revealed a rather large list of documents that will need to be uploaded into the Electronic Exhibit Room in support of statements made in the draft document. Merle feels confident that we will pass the BOE review of Standard 2.
		3. Standard 3 has been submitted for review.
		4. Standard 4 has been submitted for review but is not complete. There are a number of elements that still need to be address by the sub-committee. Regina Grantham will be taking over for Sheila Cohen upon her retirement in January. She will work closely with Sheila until she retires.
		5. Standards 5 and 6 have both been completed and submitted (without attachments or exhibits).
		6. Joy reported that the Conceptual Framework was ready for approval by the full TEC at its next meeting.
			1. Review SUNY Cortland Timeline
	6. Status of the Electronic Exhibit Room and Readiness to begin uploading documents to the website-D. Farnsworth: Dennis brought up the issue of the need to begin uploading supporting documents, tables, charts, catalogs, etc. to the electronic exhibit room as this will be a labor intensive process that will require a lot of work to complete. As there were a number of questions related to how the documents would be uploaded it was decided that Dennis would invite Loren Leonard to an upcoming NCATE Steering Committee meeting to do a demo of how the website will work.
	7. Status of the Assessment Coordinator Appointment-M. Barduhn: Marley reviewed what has been done to date: interviewed 6 candidates including adjuncts and lecturers as well as an off-campus consultant. Also found a full time faculty member but nothing has happened with that position to date. No plans were developed to address this issue but the committee will continue to advocate for an appropriate person to be tapped to serve in this capacity at the earliest opportunity.
4. New Business:
	1. Proposal for Restructuring TEC Meetings- Members of the TEC Steering Committee: Marley advised the committee that a group of individuals would now be meeting prior to the TEC meetings to establish the agenda for the monthly meetings. The members of the TEC Steering Committee are identified on the Committee Vacancy Roster, appended to these minutes.
	2. Validity and Reliability Studies on the Current iteration of the Student Teacher Evaluations-M. Canfield: Merle did a presentation on his recent study on the reliability and validity of the current SUNY Cortland STE. The document is both reliable and valid as assessed using acceptable methods to determine these characteristics. A copy of the text from the study is herby appended to these minutes.
	3. Development of long and short term goals: the committee focused on a discussion centered on how best to organize ourselves and our resources to meet not only the needs of NCATE but also the needs of program, school, other accreditation initiatives, etc. For further detail see item IIIa.
5. Other? The committee considered their current meeting day and time. It was decided that meetings would continue to be held every Tuesday but the time and location would be changed. The new time for meetings will be from 2:30pm to 4:30pm (unless otherwise posted) and the new location will be in Rm. 1304 Cornish Hall.

**Committee Vacancy and Appointment Status Report**

**NCATE Accreditation Process**

**September 7, 2010**

**TEC Assessment Coordinator:**

Brief canvass of interested parties has yielded 5 adjunct faculty, all without background experience and qualification.

**TEC Assessment Committee:**

1. Jo Ellen Bailey
2. Lynn Couturier ? John to confirm

3. Kathleen Beney

4. Amy Schutt

5. Faculty Rep from Education……….

6. Merle Canfield, OIRA

**Title II-English Language Learners Committee:**

1. Luis Columna

2. Paulo Quaglio

3. Charlotte Pass

4. Robert Ponterio

5. Lin Lin

6. Hong Li Fan

**Title II Special Education Committee:**

1. Michelle Kelly
2. Kim Rombach

 3. David Smukler

 4. Tim Davis

 5. Arts and Sciences Representative-Psychology (Judy)

**Title II Technology Committee:**

1. Shufang Shi (has related proposal for Cortland PDS, but not submitted in spring)

 2. StephenYang

 3. Gretchen Douglass

 4. Chris Widdal

 5. Cynthia Sarver

**Institutional Report: Standard 4 Sub-committee:**

1. Regina Grantham will co-chair until January 1, 2011 and then assume full responsibility.
2. Noelle Paley

**Regional Professional Development School Coordinator Position (Release Time)**

1. Joy Mosher (filled last week)

**Teacher Education Unit Assessment Coordinator Position (Release Time)**

1. Vacant as of September 7, 2010

**Teacher Education Council Advisory Group (Voting Only)**

1. Connie Filzen-Miller
2. Eileen Wright
3. Dennis Wright
4. Lawrence Hinkle
5. Mary Lee Martens
6. Maureen Goodwin
7. Shana Snyder
8. Thomas Turck
9. Bonnie Calzolaio
10. Jo-Anne Knapp
11. Vacant

**NCATE Board of Examiners Site Visit Committee**

1. Mickie Gibbons-Chair
2. Karen Seibert
3. Karen Hempson
4. Dennis Farnsworth
5. Sheila Gregoire

**Dispositions Committee**

1. Chair
2. Vacant Renee Potter?
3. Vacant Mary Gfeller
4. Vacant Ann Burns-Thomas
5. Vacant Nan Pasquerello
6. Vacant Brian Barrett
7. Vacant Mike Kniffen

**Teacher Education Council Steering Committee (as mandated by T.E.C. by-laws)**

1. **Chair of T.E.C…..Marley**
2. **Vice Chair of T.E.C…….Bruce and John**
3. **Teacher Ed Coordinator……Dennis**
4. **Unit Head……Mark**
5. **A member of the teaching faculty from each school:**
	1. **Education: Joy Mosher (tentative)**
	2. **Prof. Studies: Vacant**
	3. **Arts and Sciences: Vacant**

**NOTE: FIRST MEETING OF THIS COMMITTEE IS SCHEDULED FOR 11:00 A.M. FOR Friday, Sept. 3**

**SUNY CORTLAND NCATE TIMELINE**

Submission Deadline: 03/15/10

09/08/09: Steering Cmte meets to decide on review process

 Recommendations for SPA Review Committee structure and function

09/22/09: Finalize SPA Review Committee structure and function.

 SPA Review Committee appointed and charged.

10/05/09: SPA Review Committee reviewer inter-rater reliability training begins.

10/30/09 Initial draft of SPA Report due to D. Farnsworth

 Review period 10/30/09 till 12/05/09

12/05/09 Comments and dialogue with SPA preparers through Quality Circle Review Process.

12/06/09 Revision period for SPA documents: 12/06/09-2/16/10

02/17/10 Dean’s Review of Revisions: 02/17/10 through 02/22/10

02/23/10 Dean submits Final SPA documents to M. Barduhn for review and approval: 02/23/10 through 03/01/10

03/01/10 Provost Review and Approval to Submit: 03/01/10 through 03/09/10

03/09/10 SPA Submission Period to NCATE: 03/09/10 through 03/15/09

03/15/10 SPA Submission Final Deadline

08/01/10 Recognition Report Due Back to the Program by 8/01/10

9/15/10 Response to Conditions reports (Rejoinders) to be filed with NCATE- September 15, 2010

02/01/11 NCATE sends notification of the decision of the revised national recognition reports to institutions that submitted revised program reports the previous September.

**SUNY CORTLAND NCATE TIMELINE CONTINUED**

**SPRING 2011**

1/10/08 SUNY Cortland files Intent to Continue NCATE Accreditation form.

2/01/10 SUNY Cortland requests dates for a Spring 2011 NCATE BOE Visit.

3/15/10 SUNY Cortland submits electronic program reports to NCATE.

5/25/10 Initial draft of the SUNY Cortland IR due to the Assistant Provost for Teacher Education.

5/31/10 Review, comment and revision process of the SUNY Cortland Institutional Report begins.

8/01/10 SUNY Cortland notified of the decision on national recognition

 reports for SPAs.

9/01/10 SUNY Cortland publishes an announcement of the upcoming visit in local news media to invite third party testimony.

11/01/10 NCATE sends copy of third party testimony (if any) to SUNY Cortland for response.

1/04/11 Responses to third party testimony have been reviewed by the BOE Team Chair.

 Pre-visit arrangements are finalized. (BOE chair, state representative, and SUNY Cortland personnel) This may be a virtual visit. 60 days prior to actual visit.

 SUNY Cortland makes draft version of IR on AIMS available for review by the BOE Team Chair.

 SUNY Cortland submits (within AIMS) the final version of the Institutional Report (Online IR) as soon as the pre-visit is completed.

3/05/11 NCATE BOE visits SUNY Cortland Campus 3/05/11 through 3/09/11

5/02/11 NCATE has 52 days from the end date of the BOE visit to notify SUNY Cortland that the final BOE Report is complete and available for review.

 Upon review of the completed final BOE report, factual corrections should be made as soon as possible. (Factual corrections are opportunities to correct numbers, names of documents, an individual’s name, title or assignment, etc. This is not an opportunity to point out incorrect conclusions made in the BOE report.)

6/02/11 SUNY Cortland has 30 days from the date we were notified that the final BOE report was complete and available for review to submit an Institutional Rejoinder electronically to NCATE.

Within 7–10 days after receipt of the Rejoinder by NCATE: The BOE Team Chair has an opportunity to submit a Response to Rejoinder.

October 2011 The Unit Accreditation Board renders an accreditation decision.

Within 2 weeks after the UAB Meeting: NCATE notifies the SUNY Cortland Unit Head, NCATE Coordinator, and state representative electronically and in hard copy of the UAB decision.

NCATE BOE Team Chair: \_Dr. Suzanne George \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NCATE BOE Team Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NYSED Consultant: Barbara Downs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NYSED Team Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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