

**Elementary Teacher Education Senate Meeting**  
**3:30-5:00 Thursday, September 7, 2017**  
**CBB 319**  
**Minutes**

I. Welcome

**Present:**

Melissa Heston (Early Childhood Education), Danielle Cowley (Special Education), Olly Steinhorsdottir (Mathematics Education), Greg Bourassa (Professional Sequence), Carolyn Weber (Middle Level Education), Merrilee Betts (Teacher Practitioner J.D. Cryer (Coordinator of Elementary Teacher Education), Amy Lockhart (Clinical Experiences) Denise Tallakson (Elementary Education) Islam Aly (Art Education), Tim Weih (Literacy Education-ALT), Tam Burt (Physical Education and Health Education-ALT), Deockki Hong, (Physical Education and Health Education)

**Absent:**

Michelle Swanson (Music Education), Louren Kilburg (Student Representative) Chad Christopher (Coordinator of Secondary Teacher Education), DeeDee Heistad (Liberal Arts Core – ex officio), Benjamin Forsyth (TEF Chair), Sarah Vander Zanden (Literacy Education), Kimberly Hurley (Physical Education and Health Education)

**Guests:**

Vickie Robinson (Associate VP, Educator Preparation), Rob Boody (Director of Assessment), Megan Balong (Instructor, Dept. of Teaching)

II. Approval of April 27, 2017 Senate Meeting Minutes (Electronic)

Electronically approved

III. **Senate communication**

- JD reported that it seems information from Senate meetings is not being passed on and questions from faculty are coming back to us. As we move forward, please take good notes and share these at your department's monthly meetings. Make sure to ask for feedback to bring back to Senate.

IV. Office of Teacher Education Update

- JD described the Office of Teacher Education completed:
  - New Office of Teacher Education Purpose and Goals Statement

- New requirement for admission to the Teacher Education Program put in place--“Orientation to Teacher Education Program”
  - Two sessions offered the first week of school. One was recorded and placed on line.
- New fee established for SING Background Check. It is now \$15 instead of \$20.

#### V. Program Approval Update

- ▶ Institutional Report submitted August 31
- ▶ State will provide feedback and questions by the end of September
- ▶ Ed Prep Faculty Meeting will be held on Monday, Oct 9
- ▶ State Visit Panel Presentations
  - Friday, Oct 27 (12:00-1:00 pm) 220 SEC
  - Monday, Oct 30 (3:30-4:30 pm) University Room, Maucker
- ▶ State Visit Team on campus--Nov 12-Nov 16
  - During the visit, the team will be going to classes to talk to students, going to local schools to talk with teachers, and meeting with faculty and administration. A detailed itinerary will be coming soon.

#### VI. Curriculum Change Proposal--Department of Teaching

- Megan Balong addressed the Senate with the curriculum change proposal by showing the current course catalog and a proposed course catalog.
- The proposal is to change “Co-Requisite for EDPSYCH 3148 and MEASRES 3150” to “Pre-Req OR Co-Requisite for EDPSYCH 3148 and MEASRES 3150”.
- All Level II advising will stay the same.
- Melissa moved to approve the curriculum proposal.
- Amy seconded.
- Curriculum proposal was accepted.

#### VII. Admission Requirement Deadline for Application

- JD proposed a new requirement deadline for submitting an application to the Teacher Education Program. Many students are submitting their application too late for our office to process the information prior to the established registration dates. The new information for this deadline would read:

*Admission to the UNI Teacher Education Program happens on a continuous basis. We do have some target dates to meet registration times. For those wanting to take Level II in the spring semester it is recommended that you have Praxis Core results and application to the office by **October 1**. For those wanting to take Level II in the summer or fall semester we recommended you have Praxis Core results and*

*application to the office by **March 1** to hit your registration time. Transfer students will be admitted throughout the year and helped with registration for Level II when they arrive on campus.*

- Discussion took place regarding this proposal.
  - Advised to state, “Submissions after this date may not guarantee processing will be complete for fall and spring registration dates.”
  - There was concern about the proposal sounding like we are giving preferential treatment to transfer students. Advised to revise this to read, “Transfer students must be particularly vigilant in meeting this date requirement. It is advised that all transfer students bring passing Praxis Core scores with them to campus and submit these to the Office of Teacher Education before or during the first week of classes.”
- JD will revise this statement and bring back to next meeting.

#### VIII. Change of name of TE Application to TE Essay on requirements

- JD proposed that the name “Teacher Education Application be changed to Teacher Education Essay” on all requirement to Teacher Education Program information and documentation.
- Currently, because the requirement states “application” when this shows accepted on the UNITED system, some students believe they are accepted into the program. By changing the name, it would take away this confusion.
- Discussion took place
  - Agreed to change requirement to read, “Have completed an acceptable Essay to the Teacher Education Program”
  - However, advised to change “Please allow a minimum of 4 weeks for essay processing” to “Please allow a minimum of 4 weeks for review and evaluation of essay”

#### IX. Field Experience Placement Update

- JD reviewed the Field Experience Placement Policy that continues to be considered. Since our last meeting in the spring, the concern seems surround:

*#3: In all cases, university faculty will initiate contact with school personnel inviting their participation as mentor teachers and host schools. Mentor teacher willingness to host a field experience must be actively solicited by the UNI faculty member prior to the start of any field experience, semester by semester; this solicitation can occur on a yearly basis, provided it is clear that the solicitation covers a full year.*

*Faculty may seek assistance from the Department of Teaching for this task.*

- JD reviewed the information presented at the November, 2016 senate meeting by Head of the Department of Teaching, Dr. Terri Lasswell and Dr. Amy Lockhart.
  - Dept. of Teaching placing around 1,200 students per semester
  - Larger school districts are requiring requests go through central office
  - All schools are requiring requests go through Principal or Site Coordinator
- Discussion took place:
  - Who should be contacted in Dept. of Teaching? Would Tami Powers be the first contact or a Dept. of Teaching faculty member? We need more clarity on this.
  - We need a central location. Should this be the Secretary in Dept. of Teaching, then to quadrant leader?
  - How long will process take? Tami and Donna have the list of quadrant leaders. They also have the list of additional placements.
  - Do you have to go through this process to observe a classroom?
  - Suggestion for request to fill process – paper to submit electronically to central office – this is the school I want to visit – please have someone contact me – Google Form or pdf or word.
  - This has been a problem for many years – there is a large demand we place on schools - it is disrespectful to schools to treat them as a convenience.
  - Spur of the moment visits are gone.
  - We are competing with each other for places and other field exp. Groups such as Wartburg and Upper Iowa
  - Schools want to know who to contact immediately. We should have rules and regulations but we do not have this in place.
  - Since Lab School closed programs may be altered; who gets priority?
  - Secondary and Elementary reps. should sit down and have a deep conversation and have a much more unified and organized experience for students and good partnerships with our schools.
  - Merillee – her school is more into schedules than ever before. Reading, writing and math blocks are locked in and cannot be switched anymore.
  - Suggestion to set up a Google form to see which elementary schools are being asked to do more.
  - Is this for all or new field placements?
  - What happens if you go to Dept. of Teaching and they say the school is overloaded?

- If there is a potential overload, there will be prioritization – may be another experience at a different school.
- More formal structure is needed – no central place at this point. We need a field experience placement position
- Suggestion to remove this charge from the previously organized committee and give this as a charge to the Clinical Subcommittee – come back with recommendations – or a separate task force. What do we really want? Vickie would like to help with this but we need to review with Secondary Senate as well. She would like to serve as chair that brings a group together – we would want good representation - not a huge group.
- Are we inundating our schools – are all experiences necessary? We need to look at what is going on in field experience in schools and get the biggest bang for the buck.
- How is this connecting with outcomes of class and program – the committee would need to look at this also – good partners with schools.
- Merrilee – Cedar Heights – not over inundated in school. Had staff discussion of responsibility to UNI to let students into classrooms. However, teachers cannot lose ground by letting field experience students in.
- Is our current field experience system sustainability? Let's think as context of schools shift what are the demands of state on us – what system do we need to have now?
- We don't want duplication of effort – if clinical is best that's one thing but if we need something with more centralized authority that's another.
  - Melissa moved that the Clinical Committees of the Senates investigate and clearly define issues related to placements through the Cedar Valley to develop more concrete and clear procedures for requesting field experience placements other than level I, II, III, and IV. Vickie will serve in ex officio capacity.
  - Amy seconded.
  - Motion passed.

X. Program Assessment Update

Rob Boody provided handout from May 1, 2017 Annual Report to the State

**A. Helping our candidates be more adept in working with diverse students.**

Diversity committee should be in charge of first part. Director of Assessment is part of this as well. Committee needs to report back to Senates.

**B. Strengthening candidate’s ability to create family and community connections.**

Senates in charge – group could do a study

**C. Increasing our candidate’s use of student assessment to inform instruction**

Assessment Subcommittee in charge. Director of Assessment is part of this as well. Committee needs to report back to Senates.

- XI. Name Tag Policy
  - Did not discuss. Held over to next meeting.
  
- XII. Clinical Standard Question - “Candidates experience clinical practices in multiple settings that include diverse groups and diverse learning needs.”  
Are we meeting this standard? Are there any gaps or concerns?
  - Did not discuss. Held over to next meeting.
  
- XIII. Executive Council Update – None stated
  - Vickie mentioned the Panther Bus trip to Charles City. There is a wait list of 40 students at this point and there are 56 signed up.
  
- XIV. Curriculum Subcommittee Member Needed
  
- XV. Update on Matters Arising at the State
  - Melissa discussed the need for the UNI Teacher Education Program to make a formalized statement in support of the “Dreamers Act”.
  - Discussion took place.
  - Senators have had students talk to them about this issue and their concerns.
    - Melissa made a motion that “The UNI Teacher Education Program supports the passage of the Dreamers Act.”
    - Danielle second.
    - Vote --Pass.
  
- XVI. Upcoming Dates (subject to change)
  - UNI Convocation—Wednesday, October 18, 2016 (4:00-5:00pm)

**Elementary Senate**

September 7: Location CBB 319  
October 12 (Joint) Location SEC 309  
309  
November 2 Location CBB 319  
December 7 Location CBB 319  
January 11 Location CBB 319  
February 1 Location CBB 319

**Secondary Senate**

September 21 Location CBB 319  
October 12 (Joint) Location SEC  
309  
November 16 Location CBB 319  
December 14 Location CBB 319  
January 18 Location CBB 319  
February 15 Location CBB 319

March 8 (Joint) Location SEC 309  
309  
April 5 Location CBB 319  
April 26 Location CBB 319

March 8 (Joint) Location SEC  
April 19 Location CBB 319  
May 3 Location CBB 319