

**School of Education and Counseling
Teacher Preparation Assessment Committee Meeting
March 25, 2009**

Present: Carolyn Linster, Phyllis Spethman, Bob Sweetland, Tim Sharer, Sue Sydow

Absent: Jim Curtiss, Barbara Black

Call to order

Dr. Carolyn Linster called the meeting to order at 8:50 AM.

Approval of minutes

The minutes from the March 18, 2009 TPAC meeting were approved.

Upcoming events

Friday, March 27 th	1:00-3:00PM	Folio Writers Kick-Off	SC- Niobrara Room
Friday, April 24 th (tentative)		Methods/Practicum discussion	TBA

Items carried forward to future meetings

PIC chart

Unit Organizational chart

Folio hot-links

Discussion Items

Folio Readers

NDE still needs more volunteers to be folio readers this summer.

Preparation for Folio Writers Kick-Off

March 27th 1-3:00 PM Student Center- Niobrara Room

Attendees: Pearl Hansen, Sally Harms, Marilyn Mudge, Alan Bruflat, Kevin Hill, Lori Newcomb, Joseph Weixelman, Daryl Wilcox, Andrea Hinrichs, Brett Parker

Tentative Agenda Items

1. Assessment web page overview- Tim & Bob
Teach Work Sample- grading assignments and instructions (handout)- Tim
2. Specific folio instructions
 - Adjust reporting term to 2006, 2007, 2008 calendar years (terms 061, 069, 071, 079, 081, 089)
 - Run new reports
 - Edit report comments
 - Q&A
3. Methods/Practicum discussion proposed for Friday, April 24, 2009.

Agenda will be posted in the meeting room. Bob will work with Denise again on any website changes that are necessary prior to the meeting.

Other items

Phyllis asked for clarification regarding the entry of summative student teacher evaluations into the e-database. Some student teachers have more than one cooperating teacher evaluating them. At this point the system only allows for one to be entered. Which one should be entered? It was recommended that the highest ratings be used for now. In the future the system could be updated to handle more evaluations and for the evaluations to be entered by endorsement area.

It was decided to have an implementation date of January 1, 2010 for electronic evaluation forms.

Sue distributed updated copies of the Assessment Calendar.

Focus of the next meeting:

1. NCATE updates

Adjournment

Meeting adjourned at 10:45 AM.

Respectfully submitted,
Tama Kastrup