

TEC Meeting Minutes

May 12, 2017

In Attendance:

Representatives:

Steve Macho, Judy Davis, Sherri Weber, Laura Klenk, Hibajene Shandomo, David Henry, Shannon Budin, Candice Masters, Kerry Renzoni, Terri Cinotti, Joe Zawicki, Jane Cushman (for Dave Wilson)

Ex Officio Members

Wendy Paterson, Kevin Miller, Patty Recchio

Others in Attendance:

Dean Reinhart (UUP President), Wynnie Fisher (SNSS & AH), Julie Henry (SoE/EER), Rosemary Arioli (SoE/ERR), Clark Greene (SoE/CTE)

Not in Attendance

Representative

Alex Means, James Cercone, Jill Gradwell, Fran Paskowitz, Dan Klein, Holly Zimmerman

Ex Officio Members

Benjamin Christy, Scott Johnson, Roslyn Linder, Melanie Perreault, Mark Severson, John Siskar, Mary Todd, Kathy Wood, Jim Mayrose, Larry Maheady, Jevon Hunter

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- I. Call to order (12:03 pm)
 - II. Approval of the minutes from April 14, 2017: Motioned for approval and seconded
 - III. TEC Membership
 - A. Need a roster of Subcommittees memberships
 - B. Election (identification) of Representatives
 1. AH Rep _____
 2. SNSS Rep – _____
 - C. TEC representatives
 1. Request representatives report to their colleagues & encourage committee participation
 2. Request each representative serve on at least one subcommittee – thank you!
 - IV. TEC Committees & Reports
 - A. Assessment/CAEP Accreditation (Joe Zawicki)
 1. TaskStream
 - a. Kerry reported that music reports on student dispositions in their department.
 - b. CST scores can be put in TaskStream (example from Science Ed.)
 2. Conceptual Framework – RISE acronym and graphic shown.
 3. Dispositions – 7 categories with subcategories. May check the main disposition or make comments pertaining to the subcategories. An example form was previewed.
 4. Wendy named Julie Henry, Kerry Renzoni, and Joe Zawicki as a suggested taskforce charged with the development of procedures and an endorsed system for counseling students pertaining to these dispositions.

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5. The current/existing disposition form has 22 questions and 4 choices. The new form will be condensed and is suspected to be much more efficient and effective.
 6. Vote on Conceptual Framework – motioned to accept and seconded. Majority approved.
 7. Vote on Dispositions –
 - a. Motioned for approval
 - b. Seconded
 - c. Majority approved.
 - d. Discussion
 - (i) Patty suggested adding “use of appropriate language” to the “Professional” section.
 - (ii) Judy suggested reflecting on self (self-reflecting) can be added to “Reflective” section
 - e. Voted to accept the 7 categories. Wording of the disposition descriptions will be further revised by the committee.
- B. Faculty Development (Jill Gradwell / Shannon Budin)
1. Have not met.
 2. Shannon noted that the SOE Friday offered by Wendy during the last meeting may be utilized.
- C. Field/Clinical Experiences (Rosemary Arioli)
1. Per Wynnie: Committee has not met, but is reviewing the handbook consistently.
 2. Rosemary – Student Teaching Handbook template.
 - a. The beginning part of the handbook is taken from policy.
 - b. Appendices are to be tailored by each department.
 - c. Committee reviewed. Education students previewed.
 - d. Suggestions were incorporated.
 - e. Now have a May 2017 version.
 - f. New logo will be added and new CF added as well.
 - g. Rosemary asked if the handbook is ready to be sent to all departments to preview.
 - h. Reminder was given to use this handbook as a template with the beginning of the handbook being policy and the remainder up for changes per department.
 - i. Rosemary thanked the committee
 - j. Judy noted the commitment of Rosemary in completion of this project
- D. Recruitment – Kathy Wood
1. Nothing to report
- E. UUP Teacher Education Task Force Report (Steve Macho)
1. Dean Reinhardt from UUP was introduced.
 - a. Dean expressed that he is here to support teacher education.
 2. EAS exam: section 4 and 5 condensed and put into a new section 4. A new section 5 will be made to be similar to the ALST. Basically, ALST is going to be integrated with the EAS exam.
 3. Patty asked for links for the public comment. Steve said he would distribute these via email.
 4. Regent Collins and Regent Cashens are the Regents we should contact.
 5. NYS Ed. department has many upcoming changes to which we should attend.

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V. Unit Head Report (Wendy Paterson)

A. TRD / CDD

1. Suggestions were requested and the following suggestions were given about possible dates for CDD:
 - a. 8/28 boot camp
 - b. First day of classes
 - c. Friday before classes
2. Additional suggestions
 - a. Use first day of student teaching in the fall for CDD
 - b. Have two CDDs; one in the fall and one in January
 - c. Make CDD a regular part of the calendar
 - d. Shannon brought up a previous suggestion of putting a checkbox into degree works that needs to be checked before graduation.
 - e. Rosemary noted that if students are absent of CDD it should count as an absence against the number of allowed absences for student teaching.
3. Wynn timer noted that the January date is difficult for the individuals who are student teaching in the spring.
4. Patty noted that the low attendance this year was because it was done in the fall for all students who were to student teach in the fall and spring.
5. Wendy noted that it is helpful to have CDD while the students are actually student teaching.
6. David suggested having CDD during their spring break.
7. Rosemary noted that the CDC suggests breaking the day up as the students have trouble focusing.
8. Wendy summarized:
 - a. Fall - 1st day of student teaching, August 29, will be the CDD.
 - b. If we commit to this, all students must be required to attend.
9. Julie suggested that the 1st day of student teaching be used in the spring as well.
10. Judy noted that it is our responsibility to require our students to attend.
11. Wendy noted that Stephanie will do the CDD on whatever dates we feel are best. It is up us to make sure that students attend.

B. Mary Todd – will be retiring. Replacement will be a searched position. It will be a combined position. The position will include TaskStream management.

1. Wendy noted that in the interim, we will need someone to monitor TaskStream
2. Patty Recchio volunteered to monitor the system and forward emails sent about TaskStream. Patty will communicate with department coordinators.
3. The following will be TaskStream contacts:
 - a. Dave Henry for El Ed.
 - b. Shannon Budin for EXE
 - c. Candace Masters for Art.
 - d. Carolyn Guzski/Vicky Furby for Music
 - e. Jim Cercone for English
 - f. Jill Gradwell SS
 - g. Wynn timer Fisher and Mark Warford Modern and Classical Language
 - h. Joe Zawicki for Science
 - i. Tom Giambrone - Math does not use Task Stream

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- j. Steve Macho for CTE
 - 4. This position will be filled within the year.
 - 5. Julie asked if Wendy could advocate for a speedy replacement of Mary Todd so as to keep up with coordinating CAPE accreditation efforts.
- VI. Certification Office update (Patty Recchio)
 - A. Working on the vouchers. Last meeting noted that vouchers were received. Today is the deadline for picking up vouchers and students are in fact picking them up.
 - B. EdTPA vouchers were received today and are going out to those who were awarded vouchers.
 - C. If additional EdTPA vouchers are available because another student has already taken the test, the availability of those vouchers will be made known.
 - D. If any student asks about a voucher, have them contact the certification office.
 - E. Vouchers for NYSTE are good for a year and edTPA vouchers for a year and a half.
 - F. Cannot apply for vouchers too far in advance because of changes that NYS makes and the unknown of expiration dates.
 - G. ALST and edTPA review letter will be sent - can read through letter today and add name to document.
 - H. David – posed a question about how the edTPA is going this semester. That report is not done for this semester, yet. It is in process.
- VII. CEURE/Educational Pipeline Initiatives update (John Siskar) – No report
- VIII. TEUPAC Co-Director (Sue McMillen / Pixita del Prado Hill)
 - A. PDS Consortium 2017 Retreat, Friday September 29, Adams Mark Hotel in Buffalo
 - 1. Steve reported for Pixita. Wendy discussed the relevance of this program and the excellent opportunity to present professional work.
Submit proposals electronically by May 15 to
https://buffalostate.co1.qualtrics.com/jfe/form/SV_eED9cj08GzACSHj
- IX. Old Business
 - A. TEC approval / adoption of the Student Teaching Handbook
 - 1. Motion made to approve
 - 2. Seconded
 - 3. No discussion
 - 4. Voted – majority in favor
 - 5. Rosemary recommends that each department post the handbook electronically. This will be located on the School of Ed. website.
- X. New Business - None
- XI. Adjournment (1:30): motioned, seconded, all in favor.

2017-2018 TEC Meeting Dates; 1:00-2:30 in GC 418

Fall 2017

Spring 2018

**TEC Meeting Minutes
May 12, 2017**

September 8, 2017 –first mtg.
October 13, 2017
November 10, 2017
*December 8, 2017@ **noon** *

February 9, 2018
March 9, 2018
April 13, 2018
*May 11, 2018 @ **noon**