

# TEC Meeting Minutes

## February 10, 2017

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### In Attendance:

#### Representatives:

Steve Macho, Judy Davis, Sherri Weber, Laura Klenk, Hibajene Shandomo, David Henry, Shannon Budin, Alice Pennisi (for Candace Masters), Kerry Renzoni, James Cercone, Terri Cinotti, Jill Gradwell

#### Ex Officio Members

Wendy Paterson, Melanie Perreault, Kevin Miller, Mark Severson, John Siskar, Kathy Wood

#### Others in Attendance:

Joe Zawicki (NSS/ESSE), Julie Henry (SoE/EER), Wynnie Fisher (SNSS & AH), Pixita del Prado Hill (SoE/EER), Clark Greene (SoE/CTE), William Mitchell (NSS/HSSE)

### Not in Attendance

#### Representative

Alex Means, Dave Wilson, Larry Maheady, Jevon Hunter, Holly Zimmerman

#### Ex Officio Members

Benjamin Christy, Scott Johnson, Roslyn Linder, Patty Recchio, Mary Todd, Jim Mayrose

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- I. Call to order (1:00 pm)
- II. Approval of the minutes from December 9, 2016 – Motioned to approve and seconded with one noted revision.
- III. TEC Membership
  - A. Need a roster of Subcommittees' memberships
  - B. Election (identification) of Representatives
    1. Community Rep
      - i. \_\_\_\_\_ (see proposed revision of bylaws)
    2. Student Representatives
      - i. Holly Zimmerman
      - ii. Need a 2<sup>nd</sup> outside the school of Ed. representative
  - 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. Working on disposition statement
    2. Policy statement and syllabus statement were briefly reviewed
    3. 4 point scale utilized
    4. Policy and hearing forms were also noted
    5. Did not have a reporting form at this time, but a copy will be obtained
    6. Committee will go forth in two directions
      - i. Review conceptual framework

- ii. Discern how a disposition policy can be adopted
    - 7. Plan to develop a faculty survey and then share ideas with TEC
    - 8. Members
      - i. Julie Henry
      - ii. Joe Zawicki
      - iii. Kerry Renzoni
      - iv. Cathy Lange
      - v. Dianne McCarthy
      - vi. Mary Todd
  - B. Faculty Development (Jill Gradwell / Shannon Budin)
    - 1. Professional development workshop – identifying speakers for 3/31, 11:30-2:00 workshop. Flyer and topics will be forthcoming.
  - C. Field/Clinical Experiences (Rosemary Arioli)
    - 1. Field experience handbook was shared with programs to consider
  - D. Recruitment – Kathy Wood (5 min)
    - 1. Kathy went to New York City and met with 3 different schools that are interested in collaborating with Buffalo State. Working with admissions offices and candidates.
      - i. Suggestion made – to work with our past grads and current students doing placements in New York City to be part of the above initiative.
    - 2. Buffalo Public Schools – moving forward with collaboration (Dr. Paterson, Dr. Conway-Turner, and superintendent). Looking to have our top students talk with K-12 students to engage young students and increase their interest in going into teacher education. Will also need to identify Buffalo State students to speak with 8<sup>th</sup> grade students to inspire interest.
  - E. UUP Teacher Education Task Force Report (Steve Macho)
    - 1. Several meetings
    - 2. Consideration of edTPA
    - 3. Additional information is summarized in Patty Recchio’s report
- V. Unit Head Report (Wendy Paterson)
  - A. Steve Macho – introduced the topic of governance
    - i. Provost Perreault suggested having the dean of the School of Education be the main Unit Head of the TEC.
    - ii. Steve mentioned establishing governance in preparation for CAEP review.
    - iii. Jill Gradwell noted that there was no problem with the governance structure in the last accreditation when the Dean’s Council was the unit head, but there has been in the past.
    - iv. Provost Perreault indicated that it is common for the Dean of Education to be Unit Head in other institutions. She indicated that CAEP will not protest appointment of the Unit Head.
    - v. Joe Zawicki agreed that Buffalo State did well with certification in the past, but needed to do a lot of explaining. Past accreditation issues were related to chain of command. Joe suggested moving forward with naming the Dean of the School of Education as the Unit Head.
    - vi. It was noted that for CAEP there needs to be some means of collecting data and a question was posed by David about how other departments / schools work with this unit to that end.

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- vii. John Siskar noted that the last accreditation went well because the deans worked well together.
  - viii. It was suggested by one member that Buffalo State has a unique structure; however, Provost Perreault and Wendy Paterson indicated that the structure is not unique.
  - ix. Provost Perreault suggested drawing up a description of what the Unit Head position will look like at Buffalo State. She further suggested that a MOU be created to dictate roles and responsibilities of all in terms of meeting accreditation expectations. She noted that Dr. Paterson already completes the responsibilities of the Unit Head and already collaborates with the other deans. Provost Perreault suggested putting into the Unit Head description that collaboration with other deans will take place.
  - x. Jill Gradwell asked if a stipend could be put in a MOU for those who do the accreditation work/reports.
  - xi. Provost Perreault indicated that accreditation work could be deemed part of one's load.
  - xii. Jill Gradwell explained that it is not part of her load in her job description, and that in the past, assessment writers received course releases and/or extra service stipends.
  - xiii. Dr. Paterson– proposed that by-laws be clear in discerning between governance, communication, and responsibilities.
  - xiv. Provost Perreault reinforced clarity being the purpose of a proposed MOU.
  - xv. It was mentioned John Siskar that since the TEC is advisory in nature, a MOU would give others confidence that the business of education is getting down through TEC and the Unit Head. It was further noted that it would be reasonable for departments to sign off on a MOU.
  - xvi. Steve Macho will call for a team to draft the MOU. He stated his opinion that the TEC is an advisory group and the governance would be implemented when questions arise.
  - xvii. Jill Gradwell asked if the request to have the Dean of the School of Education be the Unit Head was a stepping-stone to moving all the teacher education programs to the School of Education.
  - xviii. Provost Perreault said it was not.
  - xix. Jill Gradwell asked Provost Perreault if she would commit to not doing that during her time as Provost.
  - xx. Provost Perreault committed to leaving all teacher education programs in their respective schools.
  - xxi. Another member revisited an earlier point about a stipend for those completing accreditation. Provost Perreault would support some way or acknowledging or providing incentive.
  - xxii. Compensation was again brought up by Jill Gradwell, and Provost Perreault suggested that individuals advocate for themselves when completing accreditation work. Compensation would be dependent on work and department.
  - xxiii. Additional discussion was had regarding a stipend, release time, or other compensation. Provost Perreault noted that accreditation could be put into some individuals' job descriptions and those individuals should not be compensated, but if accreditation work is being done above and beyond duties, then perhaps.
- B. Wendy Paterson – invitation to participate in local scoring
- i. Task Force in Albany
  - ii. Proposal – ALST – be eliminated
  - iii. EdTPA – will continue

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- iv. Need to make sure that all of our students should know what they can do.
  - v. We have 50% participation, meaning that 50% of our students will not be teaching in NY State.
  - vi. We are held by the data reported by Mary Todd on the Title II report. Per the report, we will get requests for improvement.
  - vii. Judy noted that when there is a request for scorers and there are no volunteers at the college level, high school educators will likely be the scorers who may not be as able to assign correct and fair scores. This member recommends that individuals become scorers as it has enhanced her instruction.
  - viii. Regents are voting on Tuesday as to whether or not the ALST will continue or be discontinued (students must have taken the test to get the safety net).
- VI. Certification Office update (Wendy Paterson for Patty Recchio)
- A. FIRST – Faculty Intercultural Resource and Support Team. Composed of a team of faculty who work with international students who are happy to support other faculty with questions about how to work with intercultural students.
  - B. EdTPA Task Force proposal has been submitted to the Board of Regents. Board of Regents will be meeting on 2/13 and 2/14.
  - C. CTLE – Continuing Teaching and Leader Education Hours – All those with teacher certification must have their CTLE hours. BSC is an approved provider. Communicate with others when events are being held. Contact the Teacher Certification Office for information on certificates and record keeping needed for events. CTLE certificates of completion will be provided.
  - D. NYSTCE Vouchers have still not been made available by NYSED. Students will be contacted through Buffalo State email when vouchers become available.
- VII. CEURE/Educational Pipeline Initiatives update (John Siskar)
- A. Middle-Early College – Seniors’ combined GPA increased by .5 points. Many on Deans list.
  - B. West-Side Community School project moving along. Much activity on Saturday and evenings. Activities for children and adults (ex. ESL classes, enrichment opportunities for children)
  - C. Program at PS45 going well. After-school tutoring program. Tutors are getting paid. Faculty are welcome to be involved.
  - D. Lafayette High School project is continuing as well. Looking for a faculty member to become involved. Stipend available.
- VIII. TEUPAC Co-Director (Pixita del Prado Hill)
- A. Suggested PDS reps:
    - i. Daniel Klein – Curriculum and Instruction (grad student)
    - ii. Fran Paskowitz – Community Rep (former principal in Ken-Ton district)
  - B. Last PDS meeting is March 3<sup>rd</sup>. All faculty are encouraged to come.
  - C. Encourage people to submit Action Research Project Mini-Grants (\$1200)
  - D. Implemented a co-teaching mini-grant (up to \$300)
  - E. Looking for PDS student representatives (application and interview). Leadership opportunities are available to them.
  - F. PDS retreat, 9/29 at the Adams Mark. Ask your students if they are able to participate in a poster session at this event. Encouraging faculty to present as well.

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- G. Open to questions or suggestions.
  - IX. Old Business
    - A. By-laws review: TEC membership (4-year review as per by-laws)
      - i. Proposed TEU Vote March 3-8, results to be reported at 3/10 TEC meeting
        - 1. Time of meeting to be specified
        - 2. 2 sub-committees dropped
        - 3. Changes to membership
        - 4. How to conduct first meeting was dropped
        - 5. Unit head revisions
        - 6. Change in membership numbers
      - ii. Questions
        - 1. Do we want to keep our meeting time on the same day as the senate meeting?
        - 2. Is this draft of the bi-laws ready to be sent to the entire TEU?
      - iii. Vote was taken to leave line 83 and 84 with the original wording (The TEC will meet at least two times each academic semester. Dates of meetings will be announced in the Daily at the beginning of each academic year.
      - iv. Voted to move endowed chairs to ex officio members, invited, but not voting members.
      - v. By-laws – It was motioned, seconded, and the majority were in favor of distributing the new set of by-laws for a vote by TEU members.
  - X. New Business - none
  - XI. Adjournment (2:20) motioned and seconded.

Respectfully submitted,

Theresa M. Cinotti

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2016-2017 TEC Meeting Dates; 1:00-2:30 in GC 418

Fall 2016  
September 9, 2016 –first mtg.  
October 14, 2016  
November 4, 2016  
\*December 9, 2016@ **noon** \*

Spring 2017  
February 10, 2017  
March 10, 2017  
April 14, 2017  
\*May 12, 2017 @ **noon**