

**William Paterson University  
Office of Field Experiences (OFE) Advisory Board Meeting**

**March 1, 2011**

Present: Anthony Coletta, Diane Falk, Ismael Flores-Marti, Sandy Alon, Peter Griswold, Sue Mankiw

1. NNB mentioned that in two years, NCATE will be changed to CAEP.
2. Clinical experiences have increased; 18 sections of Anthropology, 200 twenty hour observations, and 200 tutoring placements. COE's are looking at virtual field placements via video or internet.
3. There are now 60 PDS'S, North Haledon and Wallington are the newest schools.
4. NNB mentioned that NCTQ is insisting that all COE's need to have student only assessment and classroom management courses.
5. NNB said that INTASC is changing its name to: The Interstate New Teacher Assessment and Support Consortium.
6. Student teaching supervisors are being asked to encourage ST's to collaborate by agreeing to observe each other for a beginning experience in peer coaching.
7. NNB stated most other colleges require student teachers to be videotaped with analysis. WPU does not have such a policy, even though we have discussed it often.
8. PIR's are currently using FLIP cameras to tape lessons and upload them to school websites.
9. Surveys have shown that Cooperating Teachers have voted Instructional Strategies higher then Technology in terms of what they are learning from ST's.
10. Some of our PDS's are currently Catholic schools. They are not required to follow state schedules. We have not been placing students in Charter Schools.
11. The Extended Advising Board will meet on Wednesday, April 13, 2011 at 12:30pm. The OFE Retreat will be on Thursday, May 19, 2011 from 9-3pm.
12. Supervisors will meet on June 8, 2011.
13. We reviewed the lesson plan format which is located on the OFE home page and decided to have two lesson plan formats: one that is annotated and one that is a template. Also, we agreed to put the journal template on the home page.

Respectfully Submitted,  
Anthony Coletta

**MINUTES**  
**Office of Field Experience (OFE) Advisory Board Meeting**  
**October 6, 2010**

Sandy Alon, Peter Griswold, Nancy Norris-Bauer, Margaret Renn

1. The Board reviewed the language placed on a Reminder Document (attached) that all practicum students and student teachers receive, sign and return to OFE. For the fall 2010 semester the following was added:  
**Practicum Student Only:** I have read the following statement: I understand that in order to student teach it is a requirement to take, pass and submit passing PRAXIS scores to the Office of Certification for all my certification areas by August 1<sup>st</sup> for fall semester student teaching and January 1<sup>st</sup> for spring semester student teaching.
  
2. The Board discussed how students are informed and held to confidentiality protocol when in or out of a school. Confidentiality of student information, teachers, colleagues, administration and the school district. The following was suggested:
  - i. Modify # 8 of NEA's Code of Ethics to include confidentiality of all students, colleagues, administration and school district. Place the statement on the Reminder Document as the sixth item.
  - ii. Modify the second statement within the Reminder Document.
  - iii. Place a statement of confidentiality under the Important Reminders within the Student Teacher and under You and the Law in the Practicum Student Handbook.

The following statement was modified in the Reminder Document: I have read the appropriate field experience Handbook and agree to abide by the policies and expectation included within the Handbook and appendix (including the Code of Ethics).
  
3. Nancy Norris Bauer reported that the Professional Development School Network is now at about 59 schools and 40 – 45 PIRs – and growing. With the new Reforms grant there are a number of private parochial schools in the PDS network.
  
4. The Board discussed placements for observations, tutoring and practicum within the PDS parochial schools. Overall the group decided it would add a statement within the OFE Policies and Procedures under 2.3s:  
**POLICY 2.3a OBSERVATION AND TUTORING**  
 All placements for twenty hour observation and tutoring must be in urban Professional Development Schools. Students must apply through the Office of Field Experiences and may NOT contact districts on their own.
  
5. Expanded Advisory Board Meeting – November 17<sup>th</sup>, 12:30pm.

Respectfully submitted,  
 Margaret Renn

## MINUTES

### Office of Field Experience (OFE) Advisory Board Meeting

June 7, 2010

Sandy Alon, Anthony Coletta, Diane Falk, Peter Griswold, Sue Mankiw, Nancy Norris-Bauer, Margaret Renn

6. Pre-practicum workshop for K-12 was piloted 2009/2010 and was a great success. Sharon Leathers helps to coordinate the full day workshop.
7. Student Professional Development Day was a huge success. This past spring OFE and MAST joined efforts and provided a career/job fair at WPUNJ as part of the day. There are plans to continue the joint event in the spring semester. In future semesters NJEA will not only be providing materials to our students, they will be running workshops during PD Day. A Financial Literacy workshop will also be added.
8. The quality of the teacher candidates has been commented on by teachers, school administrators and district administration. They have called, sent e-mails and written comments on evaluation paperwork noting that WPUNJ student teachers are well prepared and are of high quality.
  - i. Members of the advisory board concurred and shared that they have received similar feedback.
9. The PDS network continues to grow. NNB provided a list of PDS schools. With the increased number of schools that are part of the PDS network, an ad will be placed to fill PIR positions, especially in Math. Science, ELL, SPED, and Literacy. Also discussed was the PDS art show on the 4<sup>th</sup> floor.
10. The 1st Annual PDS Conference took place at WPUNJ in May. About 125 teachers, school administrators, and college faculty from throughout the state attended. The conference will be an annual event through the life of the Garden State Partnership grant.
11. Placements this fall are difficult due to the events that are taking place at the state and school level. Rowan and Kean universities have sent letters to their students scheduled to be placed in the field for the fall semester stating that there are no guarantees for placement. The student may have to begin their field placements late and end late and some may need to postpone a semester.
12. Practicum begins a week later than it has in past semesters. Therefore, there are three Wednesdays for P-3 and K-5 practicum students to participate in workshops. The three days will be filled with workshops by Janis Strasser (Multiculturalism), Tony Coletta, and possibly Autism.
  - i. Peter Griswold commented that the new faculty member in SPED is an expert in Autism and might be good for such a workshop.
  - ii. Diane Falk-Romaine asked if this new faculty member could do a workshop on Autism for faculty.
  - iii. Peter Griswold also asked if Jackie Safont, from the Office of Disability Services, come and talk to the OFE Advisory Board about the services that are available.
9. NNB shared that it is critical that students apply for their sub license as soon as they hit 60 credits so that they have paperwork that is being required by schools for 20 hour observations, tutoring, practicum and student teaching.

- i. Sue recommended that all COE advisors receive information about the substitute workshops digitally so they can share it with their advisees.
  - ii. Tony Coletta recommended that the sub license information be given to student in Anthro 202.
- 10. Besides the practicum and student teaching placements, OFE needs to now place all CIED 203/511 20 hour observations and CIRL 512 tutoring students. Summer I 20 hour placement quality was discussed. During the month of June not much teaching is occurring. Is this a quality experience for the COE students? Are there other options or alternatives. Remote observations through Annenberg videos etc.?
- i. Sue thanked Nancy E and Janet for all of the hard work that they do to place the many students in such an efficient and professional way.
- 11. There is a national push to increase clinical experiences for pre-service teachers.
- 12. New Jersey is implementing a system that would track teacher candidates into their teaching careers and their performance, based on success (test scores???) would be reflected back to the university or college from which they graduated.
- 13. The request for an increase in the CT honorarium and college credit, originally presented to Dean Schuhlmann jointly, needs to be submitted in separate requests.
  - i. The board agrees and approved sending two separate requests.
- 14. The advisory board worked on a rubric for the 20 competencies for which each student teacher and practicum student is rated. The advisory board also approved defining language to be added to the interim report. See attached.
- 15. Next Year:
  - ii. Fees for practicum
  - iii. Supervisors Orientation
  - iv. Alternate field experiences
  - v. Jackie Safont to present
- 16. Next meeting – October 6<sup>th</sup>, 12:30pm
- 17. Expanded Advisory Board Meeting – November 17<sup>th</sup>, 12:30pm..

Respectfully submitted,

Margaret Renn

**MINUTES**  
**Office of Field Experience (OFE) Advisory Board Meeting**  
**October 8, 2009**

Anthony Coletta, Diane Falk, Ismael Flores-Marti; Peter Griswold, Sue Mankiw, Geraldine Mongillo, Maggie Williams, Nancy Norris-Bauer (NNB), Margaret Renn

- Spring OFE Advisory Board Minutes, approved.
- NNB began the meeting with a review of the OFE policy changes (attached) and outcome of the College Council meeting (June 2009) where the OFE Advisory Board's recommended changes were discussed and put up for approval (minutes attached).
- NNB discussed the concern that if we have all the practicum students fulfill their experience in Passaic and Paterson, there will not be enough teachers to do so.
- Anthony Coletta suggested that the OFE Advisory Board submit a motion to College Council in support of the recommended policy changes and language:
- Maintaining Wharton (Morris County) and Englewood (Bergen County) as diverse districts based on the statistical data provided by the State of New Jersey.
- Anthony Coletta moved to accept the motion, see attached. Diane Falk, seconded the motion.  
 Discussion.
  - Maggie Williams recommended looking at the minutes of the June 2009 College Council and comparing the Policies provided to College Council. Diane Falk recommended that the motion include a statement about WPUNJ and COE's commitment to providing diverse experiences for all students. Peter Griswold recommended that the board review the definitions of urban. Maggie William and Diane Falk both recommended that a statistical grid be added for Englewood and Wharton accompanied by two other urban/divers districts.
  - Anthony Coletta again moved to accept the revised motion, Diane Falk seconded, unanimously passed.
- The Advisory Board also approved the Characteristic of a Cooperating Teacher – added – "...has the ability to work with an adult learner." and "...have positive effect on student learning."
- Nancy Elshahawi – new staff member was introduced. She has replaced Janet Kochka and is responsible for all forms, travel and CT PD hours.

- NNB provided a brief report on the following:
  - PIR retreat in June 2009, Dr. Alma Allen spoke at the event.
  - Substitute Workshop in August had over 80 people in attendance.
  - Novice Workshop also went very well.
  - A new event for students has been added - Financial Literacy Workshop – December 11, 2009.
- NNB provided a list of the PDS network (attached) and asked for recommendations for PIRs in Literacy, SPED, Math and ESL/Bilingual.
- COE has been the recipient of two large grants, one of which has PDS and PIR network development as the backbone.
- The board discussed topics for the Expanded Advisory Board Meeting
  - ACEI standards – Where are students strong and weak?
  - Feedback on Assistive Technology used in the schools and preparation of teacher candidates to use 21<sup>st</sup> century technology.
  - What is happening in art and fine arts within schools?

Respectfully submitted,

Margaret Renn

## **MINUTES**

### **Advisory Board Office of Field Experiences Retreat October 22, 2008**

Present: Anthony Coletta, Ishmael Flores-Marti, Nancy Norris-Bauer, Marge Goldstein, Darlene Russell, Margaret Renn, Maggie Williams (Art)

1. Nancy updated the group that there are now 20 PDS, looking to increase to 25. Paterson Pre-Collegiate Teaching Academy (PPTA) has been added.
2. We have an agreement with the Dutch and will be sending student teachers to the Netherlands. Also, study trips for faculty are available.
3. 146 Student Teaching Applications were late this semester. Only 35 were on time.
4. We agreed that if a student asks Office of Field Experiences to have their student teacher application back for revision, the student must discuss with their advisor.
5. We discussed making DFG (District Factor Groupings) in the OFE policy. AS DFG changes, Wanaque is now a DE and Wharton is a CD. Clifton is now a CD. Englewood is a DE. We agreed that districts with borderline DFG's such as DE (Englewood, Wanaque) will be up to the Office of Field Experiences Advisory Board and College Counsel to determine an urban, as well as TEACH grant need.
6. A student teacher who wants to "rollover" and do Practicum and Student Teaching in the same class, must complete a TLC application.
7. We reviewed the "Role of the Supervisor" description and gave feed-back. Nancy will include addition and e-mail to us for feedback.

Respectfully submitted:

Anthony Coletta

## **Minutes: OFE Advisory Board**

**March 11, 2008**

Present: Anthony Coletta, Ishmael Flores-Marti, Peter Griswold, Nancy Norris-Bauer

1. Nancy is hoping that Allyson's position will be filled by April.
2. The Extended Advisory Board will meet on Thursday May 8, 2008 from 12:30 to 2:30pm. The agenda is :
  1. What are the strength and weaknesses of our students?
  2. Bring copies of policies related to disposition and student dress and evaluations of first year teachers.
  3. What disposition issues are you facing?
  4. What impresses you in job interviews?
  5. Demonstration teaching.
  6. New trends and expectation?
  7. Highly qualified Special Ed Teachers.
3. We worked on revising "The Framework for writing the Practicum and Student Teaching journal forms". Tony Coletta will re-type them and send them to Nancy who will send to the Advisory Board.
4. Program Directors need to review their SPA standards and develop a program specific sheet added to The Competencies and Description for their programs.
5. We need to discuss what students should include in a lesson plan when not being observed.
6. We need to discuss videotaping of students.
7. For the May 22<sup>nd</sup> Retreat, we want to:
  1. Continue discussing the Disposition form.
  2. Outstanding Student Teacher nomination.

Respectfully Submitted,  
Anthony Coletta



