

## MINUTES

### Office of Field Experience Advisory Board Retreat

May 20, 2009

Anthony Coletta, Marjorie Goldstein, Peter Griswold, Darlene Russell, Maggie Williams, Nancy Norris-Bauer, Margaret Renn

1. Nancy updated the group on the staff changes. Janet Kochka has been promoted to Placement Coordinator. The search to fill the clerk typist position, vacated by Janet Kochka has been approved.
2. Nancy provided information regarding the PIR Retreat and PDS celebration, June 9, 2009 and invited all OFE Advisory Board members to participate in the PDS celebration (4-6pm, Ballroom C) The PIR Retreat was focusing on how to work with resistant staff.
3. The Association of Teacher Educators website was shared as a resource for all.  
<http://www.ate1.org/pubs/Home.cfm>
4. OFE had a modification done to the College of Education Placement database. OFE is now able to send mass e-mails to student teachers and practicum students.
5. Important OFE Dates for the Fall 2009 Semester have changed due to early start to the fall semester:
  - September 1<sup>th</sup> – Student Teacher Orientation\*
  - September 11<sup>th</sup> - New Supervisors Workshop \*
  - September 16<sup>th</sup>– Pre Practicum Workshop (K-5)\*
  - September 14 – SPED Practicum Orientation \*
  - September 18<sup>th</sup> – K-12 Practicum Orientation\*
  - September 23<sup>rd</sup> & October 14<sup>th</sup> – CT Workshops\*
  - October 23<sup>rd</sup> – Professional Development Day
  - December 7<sup>th</sup> – Panel of Principals
  - December 15<sup>th</sup> – Supervisor Workshop
6. Possible K-5 Pre-practicum Workshop topics
  - a. Tony Coletta recommended that during the September 16<sup>th</sup> Practicum Orientation/Workshops the Teacher Work Sample be used as a topic
  - b. Nancy shared feedback from Expanded OFE Advisory Board Meeting – Student need help learning how to interpret data from assessment to create data driven learning. She recommended that Martin White and Darlene Russell provide information on data driven instruction.
  - c. Irene Cook, autism specialist, was also recommended.

7. The Outstanding Student Teacher award nomination and event was reviewed. The nomination form is sent to all supervisors and faculty.
8. The SPA Addendums are not going to change for 2009-2010.
9. Dr. Schuhmann spoke to the All College Meeting about having student dispositions to reflect and align with the dispositions for the classroom and field. By fall 2009 they should be completed.
10. Nancy asked that if there were any changes to the Practicum and/or Student Teaching Handbook, that they be submitted as soon as possible.
11. Tony Coletta noted that the Novice Teacher Workshop will take place August 19 and 20. He has been working with Martin White. During the Novice Workshop participants will investigate "first day" activities, updates on school law, bringing the writing process into the classroom among other topics. The workshop is only \$99 for WPU students/graduates.
12. Darlene and Peter shared experience of working with TWS during the spring 2009 semester. TWS samples are found on-line at the Renaissance Group  
<http://www.csufresno.edu/renaissancgroup/>
13. Discussion of College of Education, Office of Field Experiences policy.  
College Council asked that the OFE policies reflected NCATE language within NCATE standards.  
Please see May 2009 Revised OFE Policies for changes.
14. Discussion of Student Teacher Evaluations
  - a. Ismael recommended that the descriptors for the 20 competencies be removed and a rubric based on the 20 competencies be created.
  - b. Also recommended that a goal be set to have a pilot program for Spring 2010

Timeline:

October – OFE Advisory Board review rubric.

December – Review the new rubric with supervisors.

Spring 2010 Semester – Institute a limited pilot program for student teachers.

Spring OFE Advisory Board Retreat – Discuss pilot.
15. Portfolio discussion was postponed until the OFE Advisory Board meets in the fall.
16. Office Name Change was discussed. The purpose of the name change would be to encompass all that OFE does – not just field placements. This includes the professional development network of schools and professors in residence. Some suggestions for the name were:  
Professional Educator Partnership  
Professional Development Center  
Center for Teacher Development and Partnership
17. Videotaping student teachers or practicum students was discussed and it was agreed by the board that WPU cannot mandate videotaping of students in the field.
18. Next Meeting: October 8, 2009, 11:00am – 12:30pm

## MINUTES

### Office of Field Experiences Retreat

May 21, 2008

Present: Sandra Akins, Tony Coletta, Dorothy Feola, Gerri Mongillo, Peter Griswold, Nancy Norris-Bauer, Darlene Russell, Gordon Schmidt, Ana Maria Schuhmann

1. We reviewed "Policies and Procedures" and made a change to 2.7 to clarify specifically that students can appeal their placement and the procedure.
2. We decided to add 2.16 TLC and Future Teachers Organizations.
3. We discussed the need for a COE wide list of "Professional Behaviors" that merges with our disposition list.
4. We decided that Nancy will review the University of Iowa's list of "Professional Expectation and Dispositions" and create our own.
5. Maryellen Tanis is new to OFE in Monika's old position.
6. The PDS network will increase from 15 to 20 schools in September, with 22 PIR's
7. We reviewed the drafts of the Practicum and Student Teaching Journals and agreed that they will be implemented on a pilot basis and share with supervisor and seminar leaders on June 3, 2008.
8. We reviewed several proposed Final Student Teaching Evaluation forms based on SPA standards (addendums). It was agreed that all forms will use the same overall format, with a "Target", "Acceptable", and "Unacceptable" ratings. Also, a rubric needs to be created and placed on the back of the form.
9. We agreed that the ratings on the SPA forms will be:  
TARGET (Consistently demonstrated), ACCEPTABLE (Demonstrated in most lessons), and UNACCEPTABLE (sometimes, rarely or never demonstrated).
10. We decided that each member will bring the issue of video-taping back to our department.
11. We reviewed the lesson plan rubric. Tony will merge the different rubrics from other departments and create one rubric which will be sent out for all to comment on.

Respectfully submitted,  
Tony Coletta

**Office of Field Experiences  
Advisory Board Retreat  
May 21, 2008**

**AGENDA**

Director's Update - (staff/search, PDS/FTA, database, Praxis+subscores, Summer/Fall Dates, Outstanding ST, MNTC, dispositions, Issue urban placements, updates handbooks)

Minutes

Background Data – (expanded Advisory Board mtg. & Fall 07 data)

Policy changes – appeal process, etc.

Interim & Final Reports

Lesson Plan Rubrics (OPEN abbreviation)

Journal Framework

Office Name Change

CT Graduate Credit Rec.

Required Videotaping

Professional Expectations – (preservice, Novice)

8 Critical Assessments/TWS/Portfolios

12:30 Lunch (Tony's video)

1:00 SPA standard addendums

2:00 Future Directions 2008-09, Fall schedules, Tentative Meeting Dates