K-16 Faculty Collaboration Committee Draft Charge
9/99

Purpose
The purpose of the committee is to provide a structural vehicle to support campus communication and collaboration regarding teacher preparation.

Chairs
The committee will be co-chaired by the deans of the College of Education, Arts and Humanities, and Computer, Mathematics, and Physical Sciences.

Relationship with K-16 Council
The committee will serve as a subcommittee reporting to the K-16 Council. Program recommendations made by the subcommittee, and jointly agreeable to the chairs, will not be required to pass through the K-16 committee before proceeding through appropriate college and/or campus channels.

Rationale
Currently, communication between education and arts and sciences faculty, at the program level, is on an ad-hoc basis. In most cases this works well to address short-term needs. However, a more formal infrastructure is recommended to address long-term planning as well as to assure an ongoing relationship supportive of problem resolution. Two current challenges in education that necessitate a functional communication vehicle are (a) the advent of content area, exit examinations for teacher education students; and (b) consideration of dual majors and other vehicles to address state concerns about content area preparation.

Membership and Meetings
The committee, which would meet once in the Fall and once in the Spring, would be comprised of a broadly representative mix of up to 20 education and arts and sciences faculty. The composition of the committee would be jointly agreeable to the education and arts and sciences deans.

Task Forces
Task forces, whose members will be selected by areas of expertise and interest, will be provided with specific charges and timelines to address current challenges and opportunities. Committee members will chair task forces; however, they may recruit any additional faculty and staff members from outside the committee who are deemed necessary to accomplish the charge.

Annual Report
The committee will submit a written report of its activities to the campus K-16 Council at the end of each Spring semester.
<table>
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<tr>
<th>Committee</th>
<th>Charge</th>
<th>Membership 2005 – 2006</th>
<th>Chairs/ Dean’s Office Liaisons</th>
<th>Committee Members</th>
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1. Countdown to NCATE. The NCATE discussion focused on issues about the visit and what to expect from the NCATE review team. Donna Wiseman handed out a letter that was sent to faculty, staff and students, P-12 Teachers and Administrators, and friends of the college that explains the NCATE and MSDE accreditation process. She mentioned that K-16 members and faculty in their departments may be interviewed regarding their relationship with COE. Donna will meet with departments prior to the visit. The chair of the NCATE team, Dr. Jerry Bailey, University of Kansas, will make a pre-visit on December 13th. Eppie Carroll will call and confirm appointments prior to the February visit. Edna Szymanski mentioned that the special K-16 meeting scheduled for February 7th at 1:30 should be a regular meeting with updates of task force meetings, enrollment and recruitment. Everyone will be briefed prior to the visit and appointments will be confirmed. NCATE information will be posted on the website.

2. Enrollment and Certification Trends. Kathy Angeletti handed out two documents: 1) Enrollment in Teacher Programs from 2001 through 2004, and 2) Certified Teacher Production from 2001 through 2004 and explained that numbers in parentheses represent dual majors and that the dip reflected for elementary produced teachers occurs every other years because students graduate every other year. Another reason for number changes is because August graduates do not show up until the next reporting year. Because it appears that we are losing students, Edna asked Donna Wiseman, Kathy Angeletti, Joelle Presson, Gabby Staunch, and Scott Wolpert to come up with a plan of action to address this issue.

3. Task Force Updates. Donna and Gabby reported that point people are being identified in various disciplines. They meet with undergraduate advisors regularly on program updates. They have also talked about producing a good recruitment brochure. Steve Kozoil and Scott met and discussed establishing contact people. Joelle and Donna will meet soon.

4. ATT Update. Jim Harris reported that at the last meeting: reviews were approved; they’re looking at middle school certification; and that the reason for the ATT discussion is because they might develop it. He suggested that MSDE is driving this and that we might want to watch because this might be the first step to change grade bands. Edna suggested the middle school issue and math/science be revisited after NCATE.
Also the issue of tracking numbers was passed on to chief academic officers. Edna would like Donna briefed on what the 4 year institutions are doing. Also discussed was the issue that community colleges need to find a way to flag and advise students so they can identify ATT students. Edna also stressed concerned about not getting numbers in identified areas and suggested that Mary Ann Beatty may be talking to people regarding this problem. A PGCC concern expressed was the fact that they are only interested in the honors programs. Edna asked Scott to continue to work with PGCC and asked Kathy to let Steve Harris and Scott know PGCC’s concerns. Another item for future discussion is continued talks with post doc students in English.

5. **College of Life Sciences Update.** Joelle reported that the November 4th Teacher Symposium was attended by 70 teachers from across the state, that it was a success, and the reviews were stellar. They plan to repeat the symposium every year. She has spent time with the Teacher Institute teacher faculty members talking about difficult to teach topics. They plan to do a second symposium in Chemistry. Donna asked for the links to the web pages for NCATE.

Another future agenda item identified are ways to develop a Teacher Academy, possibly in content areas.

**Upcoming Meetings:**

Feb. 7, 2005, 1:30-2:30
Feb. 28, 2005 – 9:30-11:30
May 9, 2005, 9:30-11:30

All meetings are in 3237 Benjamin

1. Assessment and NCATE Update. Edna Szymanski reviewed the findings of the NCATE team and the rejoinder process and mentioned that our rejoinder will be completed in about two weeks. She stated that the rejoinder is an opportunity to make a better case than at the time of the visit; however, nothing new can be added. Because there was not clear and easily accessible program information at the time of the visit, program profiles have been put together for all NCATE programs. The result of the rejoinder will not be known until October.

2. AAT Update. Jim Harris reported that things seem o.k. at the present time and nothing new is happening. The next two programs coming up are Special Education and English. Also, someone needs to be named to Special Education since they meet some time in June. He mentioned that there doesn’t seem to be any tracking system to monitor success for AAT students. He also asked for information about student portfolios so he can contribute to the discussion as to whether 2-year students need to continue preparing them. It was mentioned that we need to articulate usefulness of portfolios and the need for a discussion about what role they play. The discussion will be continued in the fall.

Kathy Angeletti said that PR problems need to be addressed for transfer students and that she will be hiring an advisor to work with dual major students, compliments of the Provost.

3. Praxis II Report. Edna mentioned that one of the most critical issues for meeting NCATE standards is that this group reviews data. This is important in order to see trends and make changes as needed.

Kathy handed out two documents: Praxis Trend Data (1999-2004), and Praxis Scores 2003-2004 Program Completers, and mentioned they are the most recent updates on Praxis I and II and reported on the information. She called attention to the fact that there must be a 90% pass rate for this year’s graduate cohort and a 100% pass rate next year. Students can take the test on 7 dates throughout the year, including one that has been added for August. She will add Library Science to the Praxis reports.

Additional discussion included: improvements made in English; problems experienced in Math by students in their junior year, which faculty are aware of and working on solving; and a problem with the pedagogy exam in Spanish that was resolved after a complaint was made to ETS, resulting in students receiving reimbursement.
4. **Upcoming Secondary Education Summer Institute.** Edna stated that NCATE and specialized accrediting bodies each has its own set of standards and most require learning outcomes assessment. The Institute is a way to get the Arts and Sciences and Education faculty to collaborate on standards and content based assessment. As a result, the upcoming Secondary Education Summer Institute is being held the week after graduation and will include 4 days of activities focused on performance-based assessment across campus. Donna Wiseman said that 25-30 collaborating faculty are expected to attend and hopes it will be an interesting week. Small groups will look at standards and decide how information can be collected for evidence. Professional Associations (SPAs) must be systemized so that each professional organization requires the same type of report. Delia Neumann mentioned that their SPAs put together an electronic template that is assessable across SPAs.

There was a question regarding whether national professional associations will accept NCATE mandates on content and form and whether there is organizational validation of content and process and where the final word would rest. Edna responded that we don’t have an option but we should look at the bright side that some learning outcomes might be helpful in developing Middle States profiles because we are collecting some of the same type of information.

5. **Curriculum and Instruction Program Changes, including Fast Track Improvement.** Steve Koziol reported that Curriculum and Instruction has had a major year for curriculum changes in secondary education. The Minor replaced the Citation and following the intensive examination of PBAs and review of exit surveys of students 1, 3 and 5 years post graduation, the department has tracked the changes. The Fast Track 5-year is approved and is an alternative option for undergrads and makes them eligible for teacher certification and the master’s of education degree in the fifth year. Also mentioned was the graduate level program with Montgomery County which funded 9 students this year and expects to fund 15-20 next year, and a related project for lab to classroom. Steve also mentioned the middle school math track in master’s of education with Math, EDCI and Montgomery County that addresses a critical need and has been approved and starts this summer. Additionally, the Elementary faculty has already begun serious discussion on the elementary program.

**Future Meetings**

**Fall 2005, 9:30-11:30 a.m., room 3237 Benjamin**

**September 19**
**November 14**

**Spring 2006, 9:30-11:30 a.m., room 3237 Benjamin**

**January 30**
**March 27**
1. NCATE Update (Donna Wiseman et al.). Donna gave a brief overview of the NCATE visit and mentioned that it was a good visit despite the fact that the visiting team recommended failure of Standard 2, Assessment. She reported that on June 1, 2005 our rejoinder was submitted but it is unlikely the decision will be reversed although we made a good case. The review team will consider the rejoinder when they meet October 17-23. If the decision is not reversed, we have the opportunity to send a written response. Since the visit, the college has been working non-stop to strengthen the assessment system. The system will overlap with the upcoming Middle States accreditation.

2. AAT Update (Jim Harris). The AAT Committee has two things planned this year, Special Education and English, Jim reported, and the cycle usually takes one and a half to two years. Groups are assigned and Special Ed is ahead of English. They don’t expect the transition number for English to be large. Kathy and counterparts in Arts and Sciences need to see tracking and yield. Kathy will send Phyllis a list of people who need to be kept informed. Michelle Dunkle mentioned that tracking is going to be a MHEC issue and not MSDE’s.

3. Report on Summer Institute (Donna Wiseman et al). The Summer Institute was held for a week during May 2005 and included Arts and Sciences, Education, and K-12 people who dealt with the complexity of the assessment problem. Donna gave each dean a copy of the full report and handed out a Summary Report, K-16 Summer Institute, May 2005 dated September 19, 2005. She mentioned that some programs have not received recognition from their accrediting boards and that the assessment process has changed. Kathy Angeletti called attention to the “K-16 Institute: Alignment Chart for SPA Assessment” that is part of the handout and mentioned that Science requires 8 assessment and all others 6. She reviewed where we are on each assessment. Additionally, she reviewed the Next Steps on page 5. At the next K-16 Committee meeting on November 14th:
   - Donna will report on the Work Groups;
   - Kathy and Donna will report on their discussion with their counterparts in Arts and Sciences to address PCC issues regarding changes that impact COE;
   - Donna and Steve Koziol will give an update on collaborative instruction program development with math, English and foreign language; and
   - Kathy will give an update on outreach, recruitment and advising, including plans to make sure web sites are updated.

With regard to the Summer Institute, it was discussed that the institute should be held again next year but that it should be held earlier in the spring and in a shorter one-day format. Kathy, Steve, Donna and Joelle Presson will advise Edna of options before the next meeting.

4. Role of this Committee in NCATE Unit Assessment Report (Kathy Angeletti). Edna reminded the group that even though Music Education, School Library Media, and Physical Education programs are units outside the College of Education, the programs are part of the NCATE accreditation unit and the K-16 committee is one of two groups that should look at the unit programs for assessment purposes.
A handout, *NCATE Unit Assessment Report Components*, was distributed. Kathy reviewed the information in the document and noted that the Assessment Group will be looking at the items in italics, not this committee. Data Elements will be developed and added and Focus Questions will be presented to the K-16 Committee in November. Edna referred to the last page of the report that outlines the importance of this committee’s work and the timeline.

5. **New Advising Plan in COE** (Kathy Angeletti). Kathy noted that Brenda Brooks has been hired as an advisor and will be working with double majors and as a liaison between COE and Arts and Sciences. Brenda will have regular contacts in COE and other departments and help with recruitment with Arts and Sciences and work closely with EDCI on secondary options. Kathy would like each college to e-mail her contact names so she can get Brenda in touch with them.

6. **Update on Multiple Pathways Options** (Steve Kozoil and Kathy Angeletti). Steve talked about the transition from Lab to Classroom Program with Montgomery County Public Schools and NIH which puts scientists from NIH into a year long program leading to a certificate. All participants in the program have advanced degrees -- all but one have a Ph.D. Discussion is underway regarding funding sources to continue the program. He mentioned that it will be about a year before we see tangible effects of the five-year integrated program. He is working hard to find funding sources in the fifth year. Nine interns were funded last year in Montgomery County and 15 this year. Collaboration with Prince George’s County is underway. Edna would like Steve to stay in touch with Michelle Dunkle to stay current on new state regulations.

Steve Kozoil reported on some partnership programs in Montgomery County to provide early experiences to prospective secondary majors. Edna asked that Steve work with Jim Greenberg and the Bladensburg group to utilize opportunities in that project as well.

Edna would like a report on enrollment at the next meeting.

**Upcoming Meetings**

- **November 14, 2005**, K-16 Committee, 10:00-noon, room 3237 Benjamin
- **December 12, 2005**, K-16 Committee Middle States Update and Luncheon, 9:00-1:00, 3237 Benjamin
- **January 30, 2006**, K-16 Committee, 9:30-11:00, room 3237 Benjamin
- **March 27, 2006**, K-16 Committee, 9:30-11:00, room 3237 Benjamin
K-16 Committee  
November 14, 2005  
Meeting Summary


1. **NCATE Update.** Donna Wiseman reported that we received accreditation with conditions and as a result, a repeat focus visit will be conducted by fall 2007 on Standard 2, Assessment. As a result, the college and NCATE unit are working to prepare for the visit. Donna and Kathy Angeletti will be working with K-16 members so we can complete two full cycles before summer 2007.

   Edna handed out the “DRAFT College of Education and NCATE Unit Assessment Plan, November 9, 2005” and asked for comments this week. Our NCATE consultant has reviewed the report with favorable comments. Kathy and Donna will meet with outside unit people this week.

2. **Praxis II Reports.** Kathy Angeletti handed out two documents, “Praxis II Repeat Data AY 2004 & 2005, November 14, 2005”, and “Title II: Praxis II Data AY 2003-AY 2005”. She mentioned that we are at the 100 percent pass rate. She also said that one of the problems in the past was the timing of content in relation to taking the examination. As a result of examination of the test results, the curriculum was adjusted so that students receive the necessary content before they take the exam. Positive results are already evident in the test scores, but it will be another year before the full impact of the curricular change is seen. Another example of how review of data improved programs was in Spanish Language where a high number of high achieving students were not doing well on the test. MSDE helped with resolution of the problem. As a result, a different exam is now used.

3. **5-Year Program Issue.** Steve Koziol reported the problem is access and capacity to use existing courses. The 5-year proposal indicated that students had to be in graduate courses as undergraduates for courses to apply towards graduation, but students were getting stopped in academic departments from enrolling in education courses because undergraduates aren’t permitted to take education graduate level courses. This was a problem for Math and Physics majors. On behalf of CMPS, Debra Bryant reported that it would be resolved. Steve is working on deans’ exemptions to count credits toward degree for those students who are already in the program, and there are some overlaps of students this year and next. After that, the problem should be resolved. He also noted that interest in the 5-year program is growing.

   Edna mentioned that Steve is working with Prince George’s and Montgomery counties and a campus vice president to come up with an alternative to Teach for America and that retention in Teach for American is not as good as our program. Steve said that we already have a program but are working with counties on a better incentive program for students.

   Michelle Dunkle called attention to the fact that rules are changing and that all RTC programs must go through the program approval process. She mentioned there are a lot of policy requirements and it is clear we must have a way to have better programs for better teachers and that all data is critically important to address teacher shortages. Also mentioned was we can’t have programs that bring students in and let them leave.
Carolyn Vaughn-Young will get data on students from Prince George’s and share it at the next meeting.

4. **Update on Recommendations from Summer K-16 Institute.** Donna mentioned that she has appointments with counterparts focusing on issues related to assessment, advising and AATs, and that she will continue working with workgroups. Kathy will be meeting with advisors from other units over the next month and a half regarding recruitment issues related to increasing our yield and she is tracking program benchmarks.

5. **Multiple Pathways Enrollments.** The “Multiple Pathways Program Options: Secondary Education” handout was distributed and reviewed by Kathy. She mentioned the NOTE under Table 1 regarding the 17% dropout. Arts and Science college representatives suggested the possibility that students declare a double major with education as their backup program and drop it when the demands of the internship become too great.

Also discussed was the relationship between dual majors and 5-year programs and the Post Bac Cert option. It was noted that counties have programs that fund some education courses for teachers. Edna mentioned multiple pathways enrollments will be a continued conversation throughout the year.

6. **Work Group Updates on Common Assessment (each Arts & Science Group).** Reports will be presented at the next meeting.

At the next meeting discussion will include non-college education data across units and Donna and Kathy will report on work group updates on common assessments.

**Upcoming Meetings:**

- **December 12, 2005**, Middle States Update and Luncheon, 9:00-1:00, 3237 Benjamin
- **January 30, 2006**, 9:30-11:00, room 3237 Benjamin
- **March 27, 2006**, 9:30-11:00, room 3237 Benjamin
K-16 Committee  
February 27, 2006  
Meeting Summary


1. **Praxis Update** (Kathy Angeletti). Kathy reported that it appears that we will have a 100 percent pass rate across the board for Title II and that we will meet our target. She reviewed the data on the “Secondary Education Praxis II Update (Score Status Prior to Student Teaching)” report and noted that highlights from last May included pedagogy going up to 100 percent and a change in Spanish Language exam based upon concerns from faculty that. She noted that faculty impact brought about a change in state policy. Wayne Slater reported that English 417 was changed significantly and a different approach is being used this year. In the past students seemed to be in denial about the significance and importance of Praxis and didn’t prepare even though they were given the message to study. The mid-term and final next year are designed to map the Praxis format. They have tried not to make the course a teach to the test education course. Kathy mentioned that no student teaching grade will be given unless the student has passed Praxis. Kathy has information on all minority populations if anyone would like to see it. Also mentioned was that students in Science who are having problems are mentored.

2. **NCATE Update** (Donna Wiseman). Donna reported that extraordinary progress has been made on the assessment system to address the Standard II weaknesses. Another concern was how we define the NCATE unit which consists of COE teacher preparation programs and the three teacher preparation programs which are outside COE. She shared the “College and Accreditation Unit Assessment System” graphic. She mentioned that our assessment system has been in place since December and by the focused NCATE visit on Standard II, which will take place by the fall of 2007, we will have two full years of data since we are running a whole year’s cycle in five months this year and the full cycle next year. Also, work is being done so that Middle States can be embedded into the reporting system. Donna mentioned the assessment system was reviewed by Jenny Pilato, MSDE, Phyllis Peres and Andrea Levy from campus, and an outside consultant and they were very supportive of it and thought it was a good model, not only for NCATE but for Middle States as well. Donna and Kathy will talk with anyone interested in knowing what measures are used and will share the Program Profiles with them.

3. **Retention Survey Update and Plans for this Year** (Kathy Angeletti). The Retention Survey is the initial survey sent to students one, three, and five years out to gather information about certification, field work, coursework, etc. Edna hopes we will have a 70-75 percent response rate. Feedback from the survey goes into the Program Profiles and allows us to answer national board and professional teacher questions. Kathy hopes to expand the survey to include Physical Education and Music as well as all NCATE programs, including Teacher Leader. Edna mentioned that we are working on getting advanced programs and employer surveys on line.

4. **K-16 Summer Institute and Plans** (Donna Wiseman). Steve Koziol and Donna are in the initial planning stages for the Summer Institute. Instead of a whole week it will be shortened to one or two days and held the third or fourth week of May since early May is not a good time for school-based people. The hope is that with the earlier date and fewer days, the turnout will be better. The agenda will include assessment planning, looking at what has happened since last year, reviewing the pertinent data in the Program Profiles, and new initiatives. Edna wants the date locked in within the next two weeks.
6. **Assessment Cycle** (Donna Wiseman and Kathy Angeletti). Graphic handed out and discussed in #2 above.

7. **Integrated 5 Year Programs and Hybrid RTC Programs** (Steve Koziol). Steve reported that the response to the 5-year integrated program was very strong. They gained 7 students for next year’s cohort. They are putting in place an information session to provide information to undergraduates on Master’s Cert. The intent is to make it more visible than Teaching for America. He mentioned getting information out is a public relations issue. Also, he said it is looking promising even though there are entry and advisory bugs to work out. Another thing on the horizon is 5-year integrated Elementary Education program for teachers with strong academic backgrounds that will also address the need for middle school teachers. They are also beginning to talk about a 5-year integrated model in subject majors, possible Math/Science, Language Arts/English/Linguistics/Communications, and some second languages. It would be similar to the middle school Teacher Leader program but it needs a lot of work and clear enthusiasm from faculty for it to be feasible.

Enrollment is up in the RTC program in Montgomery County and they expect about 30 next year and are trying to negotiate a package with Montgomery, including funding for tuition, scholarships and other support, i.e. recruitment efforts. They are continuing to look at a pilot program in Prince George’s County. They are also trying to step up out-of-state recruitment. It was suggested that there needs to be a conversation about how to increase Math/Science content for teachers who teach elementary. It was suggested that when ready to talk about the Math/Science content, the head of the department should be the contact and that this type of program looks better if faculty in COE are engaged with faculty in other colleges. Deb Neubert reported that EDSP has two proposals at PCC: 1) minor in Special Education, and 2) consolidation of the 6-year program to 5 years to address shortages in recruitment. They are also interested in other alternatives and need to address diversity.

8. **Other Business.** Kathy and Donna asked how other colleges were handling the (+) (-) grading. The sentiment was that a C- is not a C for required courses in a major, but that it is an individual college decision.

Kathy mentioned that the Transfer Coordinators luncheon is on March 31 from 11:00-2:00 and they would like as many people as possible to attend. They will be checking to make sure 4-year plans and sites are up-to-date.

Kathy also requested permission for COE to have a link on our web to the degree navigator sites and forms.

**Next Meeting:** April 24, 2006, 9:30-11:00 a.m., room 3237 Benjamin.