Professional Education Council
Meeting Minutes
01/28/13

Attendees
Atkins, Trent; Combe, Jennifer; Ellis, Erin; Evans, Roberta D.; Gray, Lori; Harper-Whalen, Susan; Hirstein, Jim; Jones, Belva; Kalm, Stephen; Macaluso, Dave; Marra, Nancy; Matt, John; McCaw, Bill; McNulty, Jenny; Miller, Tucker; Murphy, Kristi; Nichols, Lindsey; Paulson, Lucy Hart; Rott, David; Schertz, Matthew; Sharbono, Kathy; Tucker, Stephen; Zielaski, Daniel.

The PEC meeting was called to order at 4:00 by Dean Bobbie Evans. Dean Evans welcomed the attendees. Following the welcome attendees introduced themselves. An overview of the accreditation visit in April was provided by Dean Evans. Attention was called to the handout on the 2013 Joint Accreditation Review Team handout noting the NCATE/CAEP and Montana Board of Examiners (BOE).

Communications
Bill McCaw

Bill provided an explanation of the Communication Plan that will be used as the April BoE visit approaches. He began with the recognition of Lori Gray’s request for specific information to be shared with all members of the PEU. Bill noted that Lori’s request had been heard and that an electronic, web-based resource was in the works to address some of the critical issues and questions regarding the PEU/PEC and the Unit’s Conceptual Framework. This resource will take less than five minutes to review. Bill emphasized that is critical that everyone in the PEC begin communicating with their colleagues in the programs that they represent. The attendees were asked to review the handout noting all PEU members and their PEC representative/contact person (refer to the 2012-12 PEC Membership List with PEC Communication Responsibility attachment). If anyone has any questions, they should contact Kristi Murphy in the Licensure office.

The Communication Plan emphasizes the use and interaction with the resources provided on the PEU website and specifically the Conceptual Framework documents on the PEC website (everyone was provided a hard copy of the compete Conceptual Frameworks. Everyone in attendance was also provided 3 copies of the PEU/PEC and Conceptual Framework poster). Attendees were encouraged to share these posters with colleagues and post them in locations where candidates would be exposed to the important information. It was also noted that there are many more posters available and if anyone needs more copies or replacements they should contact Peter Knox in the PJWCoEHS Dean’s office (Peter.Knox@mso.umt.edu 243-4911). Bill then described additional resources that will be posted on
the PEC website as well as an e-mail communication strategy which will increase as the BoE visit approaches. Additional plans for web-based resources may include the Core Concepts for Accreditation Visits, guiding questions for faculty and candidates, specific information regarding interviews with the BoE, and a re-focus on the Assessment System (E-PAS).

Accreditation Updates and Data Requests

Timeline and Program Overview (Susan Harper-Whalen)
Susan presented a one page handout noting the Accreditation Timeline as well as the dates of the on-site visit (refer to the PEC/NCATE Timeline PPT artifact). The accreditation timeline noted that the Unit’s response to the off-site review will be posted for the NCATE BoE on February 22. Until then, the writing team will be working on the Unit’s response and may be contacting PEU members for assistance.

NCATE/CAEP Off-site Review
Each Member of the Institution Report Writing Team presented on the NCATE/CAEP Offsite Report. These reports provided a brief overview of the BOE comments specific to each of the six standards as well as noting the status of Areas for Improvement (AFI), areas of concern, and areas to be verified by the on-site visit. Presentations were:
- Standard 1: Candidate Knowledge, Skills, and Professional Dispositions (Darrell Stolle)
- Standard 2: Assessment (Trent Atkins)
- Standard 3: Field Experiences (Nancy Marra)
- Standard 4: Diversity (John Matt)
- Standard 5: Faculty Qualifications, Performances, and Development (Bill McCaw)
- Standard 6: Unit Governance and Resources (Susan Harper-Whalen)

The meeting was adjourned by Dean Evans at approximately 5:00 PM.

Future Meetings:    Monday, February 25, PJWEC 241 from 4:00-5:00pm
                    Monday, March 25, PJWEC 241 from 4:00-5:00pm

Handouts
- Meeting Agenda
- PEU/PEC and the Conceptual Framework Poster
- PEC Membership (Ex-officio and Appointees)
- 2012-12 PEC Membership List with PEC Communication Responsibility
- 2013 BOE & State Team Member List
- Professional Education Unit (PEU) Teacher Preparation Conceptual Framework (full document)

Attachments/Artifacts
- Attendance
- PEC/NCATE Timeline PPT