



# Teacher Education Committee

Tuesday, December 12, 2017

3:30 PM

UH Conference Room 215

## Approved Minutes

**Members Present:** Janet Brosmer, Tonya Balch, Robin Burden, Cassandra Caruso-Woolard, Jodi Frost, Steve Gruenert, Eric Hampton, Chavez Phelps, Diana Quatroche, Larry Tinnerman, Brad Venable

**Ex Officio Members Present:** Dennis Ballard, Janet Buckenmeyer, Denise Collins, Ryan Donlan, Judy Sheese

1. Call to Order at 3:30.
2. The minutes were approved. C. Caruso-Woolard moved for approval of the minutes for November 14, 2017 and J. Frost seconded the motion. Vote 8-0-2.
3. Old Business. Ryan Donlan provided an update on the CAEP progress and presented the following documents for approval:
  - a) Reliability and Validity plan. R. Donlan noted that he had not received any feedback on the plan. L. Tinnerman moved to accept the plan and C. Phelps seconded the motion. Discussion took place. D. Collins proposed amended language and T. Balch seconded the proposed amended language. Vote to accept the amended language 11-0-0. The vote on the original motion was 11-0-0.
  - b) Quality Assurance System. L. Tinnerman moved to accept the system and T. Balch seconded. Discussion took place regarding the timelines in the system. Vote 11-0-0.
4. New Business. Ryan Donlan provided a Program Report Template developed by the Standard 5 committee. Discussion took place regarding the document and it was suggested that the document be brought back at the January TEC meeting. Ryan would like feedback on the document.
5. Dean's Report –Dean Buckenmeyer thanked the CAEP committees and campus partners for their work and the progress that has been made. An assessment coordinator will be hired to assist in the assessment process. She also reported that R. Donlan will serve as the interim chair of the Department of Teaching and Learning beginning spring semester.
6. Associate Dean's Report – No report.
7. Assistant Dean's Report – No report.
8. Adjournment at 4:25.

All TEC agendas, meeting dates, minutes, members, and other materials may be viewed at:

<http://www.indstate.edu/education/department/governance/teacher-education-committee-tec>