

TEACHING AND SCHOOL ADMINISTRATION
PROFESSIONAL STANDARDS ADVISORY BOARD
POLICIES AND PROCEDURES COMMITTEE

September 20, 2010 9:30 a.m.

Official Minutes

I. Call meeting to order

The meeting was called to order at 9:34 a.m. by Jeanne Duncan, facilitator.

II. Roll Call

Present: Linda Stecher, Tony Frieze, John Rhodes, Linda Brungardt

Absent: Cindi Barta, Lori Martin, Warren White

KSDE: Jeanne Duncan, Jan Williams

III. Approval of agenda

Motion: It was M/S (Rhodes/Brungardt) to approve the agenda. Motion carried.

IV. Approval of minutes of February 5, 2010

Motion: It was M/S (Stecher/Frieze) to approve the minutes from the February 5, 2010 meeting. Motion carried.

V. Orientation

Jeanne did an overview of the goals for 2010-11. The goals do not change very much from year to year as the committee sets policies and procedures for program approval and accreditation not licensure. She explained the onsite visit procedure for university accreditation and reported on the merger of NCATE and TEAC which will form CAEP (The Council for the Accreditation of Educator Preparation). She also provided information on the program review process which utilizes an electronic document warehouse. Programs are reviewed three years before the accreditation visit which is a seven year cycle. Pittsburg State University will have an onsite visit this fall, their programs will be reviewed in 2014 and their institution will be accredited again in 2017. The committee's current project is to update the Institutional Handbook for Program Approval.

VI. Discussion of Annual Report and Goals for 2010-11

The committee discussed the goals and whether they should change the wording making them more specific. It was decided to leave them as they are and change them later if needed.

Motion: It was M/S (Rhodes/Stecher) to accept the annual report and goals as written. Motion carried.

VII. Election of officers

Discussion concerning whether the previous chair and vice-chair would be willing to serve again as a majority of the members are new to the committee. Jeanne will check with Warren and Cindi.

Motion: It was M/S (Frieze/Stecher) to nominate Warren White, chairman and Cindi Barta, vice-chair for 2010-11. Motion carried.

VIII. Revising the *Institutional Handbook for Program Approval*

Jeanne continued the review of pages 3-23 with the committee. The committee discussed edits made after the last meeting and new corrections/additions were made to pages 3-13. The group will begin with Section V on page 13 at the next meeting. Jeanne will incorporate the new edits into the document and new pages will be presented to the members.

IX. Next meeting date

The next meeting will be November 5, 2010 from 9:30-noon.

X. Adjournment

The meeting was adjourned at 11:39 a.m. by consensus.

Future dates:

February 2011

April 2011

June 2011