

TEACHING AND SCHOOL ADMINISTRATION  
PROFESSIONAL STANDARDS ADVISORY BOARD  
**POLICIES AND PROCEDURES COMMITTEE**  
November 12, 2009 9:30 a.m., KSDE Board Room  
Official Minutes

**I. Call meeting to order**

The meeting was called to order at 9:47 a.m. by Warren White, Chair.

**II. Roll Call**

Present: Cindi Barta, Linda Stecher, Tony Frieze, Warren White

Absent: Brad King, Lori Martin

Guest: Carolyn Good

KSDE: Jeanne Duncan, TJ Boeckman

**III. Approval of agenda**

**Motion:** It was M/S (Barta/Frieze) to approve the agenda. Motion carried.

**IV. Approval of minutes of June 11, 2009**

**Motion:** It was M/S (Barta/White) to approve the minutes from the September 28, 2009 meeting. Motion carried.

**V. Teacher Leader Program Template**

Jeanne disseminated a copy of the teacher leader program template with the most recent edits. The template was reviewed in detail. The most recent edits include:

Page 1: Removed the initial level of the program

Page 4: Removed the initial chart and left in information for added endorsement.

Page 5: Reformatted the template, A-F are required (based on program reviewers suggestion), ETS is now defining what the test will be called (not a Praxis test), task score data under A will remain, under C suggested using the term “practitioner”, committee suggested using the term “practitioner” – “assessment of practitioner/clinical experience(s)”. Following discussion, it was agreed that the experience(s) may be episodic. Jeanne will write a narrative on this page explaining episodic.

Page 7: Correspondence between the standard and the assessment.

Page 9: Task score data tables must show alignment.

Page 10: Assessment A- Praxis II name will change, “evidence centered assessment” is new term that will be used. Under B, no more than 2 pages at this time. May need to increase pages depending on task scores explanation. Will always be a data table for the entire performance overall. B -was changed to reflect instruction for adults overarching foundation for the teacher leader. C - Need to revise sentence-

add episodic experience(s). D -on page 11, Jeanne added action research, professional learning tasks and deleted case studies, follow-up studies in second sentence. Suggestion under section II, page 5, under D, add under table: *through action research, professional learning tasks*.

Page 11: delete the words “employer surveys”.

Page 12 and 13: very little changed

Page 14: added the word “performance” and removed the “and” before performance and added a slash under F in middle of page and in the table under assessment F.

Page 15: G & H, optional assessment, added “professional learning tasks” and deleted “case studies and follow-up studies”

Page 16: Under major findings, nothing has changed.

Jeanne explained that a program can run 85 pages narrative with all documents and attachments. New programs include a syllabi (50-70 pages) so will be lengthy. The process is now totally electronic and on the document warehouse. Rejoinders are placed on the document warehouse. The Evaluation Review Committee (ERC) has access to the initial report and documents as well as the rejoinder. Jeanne includes a final report for the ERC. The first review team will be deans/unit heads with one or two field persons that are currently acting as teacher leaders. Eventually more teacher leaders will review.

Suggested changes from today’s meeting will be incorporated into the template and shared with Pamela Coleman, Director of Teacher Education and Licensure (TEAL). Following that, the template will be e-mailed to institutions upon request. This information is NOT public information yet. The timeline for Jeanne to have available is late November. It may be January 1 before available to the higher education institutions.

## **VI. Revising the *Institutional Handbook for Program Approval***

Jeanne reviewed pages 3-14 with the committee. The committee discussed edits as well as submitted feedback. Jeanne will make the suggested edits from the committee and will send the entire document with tracked changes via email to the committee members.

Jeanne explained that the multiple days scheduled for a meeting for program reviews, page 14, may change to a one day scheduled review. This will be piloted. It may be a Monday review with travel on Sunday, or a Friday review with travel on Thursday evening. Anticipated date for the handbook to be available on the TEAL website is January or February 2010.

## **VII. Next meeting date**

The next meeting will be February 8, 2010 from 9:30-noon. If weather conditions discourage travel, the meeting will be cancelled the day before. Jeanne asked that members e-mail her in advance if they cannot attend.

## **VIII. Adjournment**

The meeting was adjourned at 12:02 a.m. by consensus.