

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

November 22, 2011, 10:00 a.m., 2nd Floor east, KSDE

Official Minutes

I. Call meeting to order

The meeting was called to order at 10:05 a.m. by Cindi Barta, Chair.

II. Roll Call

Members introduced themselves. New member, Jean Dockers, was welcomed.

Present: Cindi Barta, Linda Brungardt, Jean Dockers, David Myers, Linda Stecher, John Rhodes,

Absent: Becky Murray

KSDE: Jeanne Duncan, Sungti Hsu, TJ Boeckman

III. Approval of agenda

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

IV. Approval of minutes of October 17, 2011

Motion: It was M/S (Myers/Stecher) to approve the minutes from the October 17, 2011 meeting. Motion carried.

V. Revising the *Institutional Handbook for Program Approval*

Pages 13-25 of the handbook were reviewed and edited. It was noted that the reference to the Teacher Education and Licensure office (TEAL) should be uniform throughout the entire document. The TEAL office will make those changes. The committee also recommended changes to the handbook that will reflect the same voice throughout. All edits from today's meeting will be completed by the TEAL office.

Motion: It was M/S (Brungardt/Myers) to accept the changes to the section entitled *Conflicts of Interest*. Motion carried.

Lunch: The committee took a lunch break at 11:30 a.m., then resumed editing the handbook at 12:15 p.m.

Following the editing of pages 13-25, the committee was given the next assignment – review pages 110-120 as well as the definitions page and the acronyms page. The committee was asked to use the NCATE standards book to assist with reviewing. The remaining pages containing the review forms and flowcharts as well as the hearing procedures that come directly from the Evaluation Review Committee handbook will be updated by the TEAL office. The Google document that the committee has been working from will remain the same for now.

VI. Adjournment

The meeting was adjourned at 1:35 p.m. by consensus.

VII. Future meeting dates

February 13, 2012 (2nd floor east conference room)

June 8, 2012 (2nd floor east conference room)

