

TEACHING AND SCHOOL ADMINISTRATION
PROFESSIONAL STANDARDS ADVISORY BOARD
POLICIES AND PROCEDURES COMMITTEE
September 28, 2009 9:00 a.m., KSDE Board Room
Official Minutes

I. Call meeting to order

The meeting was called to order at 9:05 a.m. by Warren White, Chair.

II. Roll Call

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

Absent: Lori Martin

Guest: Carolyn Good

KSDE: Jeanne Duncan, TJ Boeckman

III. Approval of agenda

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

IV. Approval of minutes of June 11, 2009

Motion: It was M/S (Barta/Stecher) to approve the minutes from the June 11, 2009 meeting. Motion carried.

V. Introduction of new members

Members introduced themselves and spoke briefly about their background.

VI. Discussion of goals for 2009-2010

For information only, Jeanne disseminated information on term of office and contact information for each member. She asked that each member review for inaccuracies and to notify her if there is any need for updating.

The responsibilities as stated in the Professional Standards Board bylaws and the goals for 2009-2010 that were approved at the June meeting were reviewed. Jeanne explained that this committee's responsibility is to develop and review all policies and procedures which relate to the accreditation and program approval of Kansas institutions. All recommendations from this committee are sent to the Professional Standards Board (PSB). It was noted that Goal #5 relating to online teacher preparation programs for licensure may create a little more work time for this committee because of the increasing number of online programs.

VII. Orientation to the committee and its work

As part of the orientation for new members, Jeanne explained the changes in the program approval process, changes in accreditation, and the program template for teacher leader. She handed out a generic template for program approval and reviewed each section, including the cover sheet, with the committee.

The faculty of each institution completes this template when accreditation is being sought. Trained reviewers meet in October and March each year and review the programs as listed on the template.

Jeanne stated that the cover sheet explains the programs. The institution will need to meet 75% of the standards in order to be recommended for approval of their programs for accreditation. The course grades assessment was designed to be used with programs that have standards with several indicators, e.g., science, history. Many changes are anticipated, especially since the SPAs (national professional organizations) are changing and Kansas aligns with the professional standards. This committee will begin reviewing and revising the templates.

The teacher leader standards and a one-page graphic regarding teacher leader endorsement were disseminated. The committee that wrote the standards and designed the graphic met several times this year. There were representatives from higher education, teachers, and administrators. Jeanne explained that the evidence centered assessment will need to be completed in order to add the teacher leader endorsement to an individual license. A teacher leader program is currently being designed. The teacher leader standards are on the State Board of Education agenda for approval at the October 2009 meeting. The template will be designed following approval of the standards by the State Board.

Jeanne talked briefly about institutional accreditation visits. The visits are expensive for the institutions and are being reviewed in order to find ways to shorten the length; moving to a visit that runs from Sunday through Wednesday (instead of Sunday through Thursday) will be piloted soon. That will lead to changes in the Institutional Handbook for Program Approval. Jeanne noted that the handbook is available on the TEAL website and is currently being revised.

VIII. Revising the *Institutional handbook for Program Approval*

Jeanne shared a copy of regulation 91-1-235 *Procedures for initial approval of teacher education programs*, and 91-1-236 *Procedures for renewing approval of teacher education program*. The committee was asked to review the regulations and bring back suggestions and comments to the November meeting. All recommendation regarding regulation changes from this committee will be forwarded first to the Regulations Committee, then to the Professional Standards Board for their recommendation to the State Board of Education for approval and adoption.

Jeanne noted that the Timelines for correcting Areas for Improvement (AFI) is being looked at; changing from 30 to 60 days. Other timelines will also be reviewed by this committee.

The first pages of the program approval handbook were given to the committee for review. Members were asked to bring feedback to the November meeting. The committee briefly looked at the handout and was given an opportunity to ask questions. Jeanne will also send committee members other pages of the handbook electronically for review before the November meeting.

Jeanne described the electronic document warehouse used by the IHEs that has been newly designed and is available on the KSDE website. Categories have been included so that IHEs can send in as many documents as they wish per category. A template and the supporting documents are viewable and can be saved to a flash drive, saved to an individual computer, or just reside on the site. All documents are uploaded by date and time, so the template should be placed in the warehouse last since working backwards. If correctly titled and named, the reviewers can find and download all documents backwards (be sure to title the saved documents). This allows KSDE to archive the documents and will enable retaining and reviewing documents years into the future. The user name and password is specific to IHEs. Reviewers can see all programs of all institutions, but do not have permission to remove or change any documents on the website. If the reviewer saves to his/her individual computer, then the document can be changed. Reviewers should not change user name and password. The Evaluation Review

Committee now has access to review the documents through this process which alleviates the need for volumes of paper. Institutions have been asked to send in one CD for each review group to be used as a back up.

IX. Next meeting date: November 12, 2009

The committee was ask to review and bring comments regarding the program approval handbook document and also the electronic documents that Jeanne will be emailing to the next meeting .

X. Adjournment

The meeting was adjourned at 11:02 a.m. by consensus.