

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

October 17, 2011 10:30 a.m.

Official Minutes

I. Call meeting to order

The meeting was called to order at 10:48 a.m. by Cindi Barta, Vice-chairman.

II. Roll Call

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

Absent: Tony Frieze

KSDE: Jeanne Duncan, Sungti Hsu, Jan Williams

III. Approval of agenda

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

IV. Approval of minutes of September 20, 2010

Motion: It was M/S (Rhodes/Brungardt) to approve the minutes from the September 20, 2010 meeting. Motion carried.

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

Jeanne did an overview of the goals for 2011-12. Goals 2 and 7 were combined as one monitored the policies for alt teacher and the other for restricted licensure. Goal 3 was changed to monitor the policies of professional development as it pertains to higher education. Goal 6 monitors the merger of NCATE and TEAC into CAEP. Jeanne explained that NCATE has six standards and CAEP has only three. The three are more in depth and all of the six standards are rearranged into the three although one thing left out is the piece concerning teaching overload. The committee will also want to monitor the NCATE accreditation visits in Kansas. Kansas is still doing the Saturday noon to Wednesday morning onsite visit schedule. John stated that all of the time is needed to prepare and write the detailed report. David asked that the acronyms used in the goals be spelled out.

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

VI. Election of officers

Cindi was nominated for the position of chairman and John the position of vice-chairman.

Motion: It was M/S (Brungardt /Myers) to nominate Cindi Barta, chairman and John Rhodes, vice-chair for 2011-12. Motion carried.

VII. Revising the *Institutional Handbook for Program Approval*

Jeanne reiterated the importance of updating the Institutional Handbook for Program Approval as all IHEs utilize the handbook. She shared three handouts with members including accreditation decisions, ERC accreditation decisions and a continuing accreditation flowchart. The committee reviewed pages 14 and 15 of the handbook and proposed changes in the wording. John offered to change the Word document into a Google doc and send to all committee members. This way all members will be able to work on the handbook and make comments/changes electronically. Jeanne asked that committee members work on pages 15-23 before the November meeting.

VIII. Next meeting date

The next meeting will be November 22, 2011 in the 2nd Floor East Conference Room

IX. Adjournment

The meeting was adjourned at 1:06 p.m.

Future dates:

February 13, 2012 (2nd Floor East Conference Room)

June 8, 2012 (2nd Floor East Conference Room)