

**UCOTE**  
**Meeting Minutes**  
**April 28, 2009**  
**11:30am - 12:30pm**

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Present:     College of Education: Buffy Bondy, Elayne Colón, Suzanne Colvin, Tom Dana, Catherine Emihovich, Michael Garrett, Whitney Shadowens, Theresa Vernetson  
              College of Agricultural and Life Sciences: Brian Myers, Elaine Turner  
              College of Liberal Arts and Sciences: Margaret Fields  
              Local Schools: Jeff Charbonnet, Jim Brandenburg  
              College of Fine Arts: Ed Schaefer (representing Russell Robinson)

Absent:     College of Education: James McLeskey  
              Local Schools: Bill Goodman  
              P.K. Yonge: Amy Hollinger

**Welcome**

Tom Dana opened the meeting with a warm welcome. Also, he briefly described UCOTE and its purpose. UCOTE is the University Council on Teacher Education. It meets two times a year (once in the spring and once in the fall) to discuss the issues surrounding the teacher preparation programs and the schools affiliated with it.

He then asked that introductions be shared around the table.

**Minutes**

The minutes from the November 2008 meeting were reviewed briefly. Each member was asked to review the minutes after the meeting and note any items that need to be changed. Changes can be sent to Elayne Colon ([epcolon@coe.ufl.edu](mailto:epcolon@coe.ufl.edu)).

Elayne Colon noted that at the meeting in the fall, there was discussion regarding field experiences. The discussion centered on creating a more seamless partnership between schools and the university. Also, there was reference to creating a better internship program for secondary education teachers. This issue will be tabled until the fall.

**National Council for the Accreditation of Teacher Education (NCATE) / Department of Education (DOE) Updates**

New Site Date Visits: Tom Dana announced that the new site visit dates are February 6-10, 2010. This was changed from the fall. Even though we are prepared for the visit in the fall, we took the opportunity to postpone the visit. The planned timeline will still be

followed, however. The reason for postponing the visit was related to budget concerns and uncertainties.

Everyone involved in the visit needs to be available on Monday, February 7 and Tuesday, February 8. This is when the reviewers will visit different departments and school sites. More planning with specific times and dates will be available as the visit gets closer.

**ACTION ITEM:** Elaine Turner and Brian Myers need to think about how they want to handle including the Plant City campus, such as using Skype, Elluminate, or having representatives attend.

Sunday, February 6 is the official kickoff where everyone has the opportunity to interact with the visiting group. This will be a poster session as well. Each program needs to commit at least one faculty member and a student to attend and present the poster. This will be the college's chance to make a positive impression. The reviewers will already be able to see how we look on paper.

Tom Dana and Elayne Colon will send out the NCATE and DOE standards to everyone so that all are aware of what is expected. The fall meeting will be a two hour meeting to help finalize preparation for the visit in February.

Tom Dana and Theresa Vernetson explain the Electronic Exhibit Room (Container) to those who have not accessed it. This is where all the data we plan to present is saved. All program coordinators have access to it and are expected to make sure all data is accurate. It is important that the container portrays the college in the best way possible.

If you would like to view the container, please contact Elayne Colon at [epcolon@coe.ufl.edu](mailto:epcolon@coe.ufl.edu).

Tom Dana asked for any of the program coordinators in the meeting to share their views and ideas on the process of preparing for the visit. Suzy Colvin said the process has been well structured and organized which makes it easier. It has also been beneficial to her by helping her see all the programs in the college and their data.

Tom Dana mentioned that all websites that are related to Teacher Education at UF need to be up to date. It is important that only what we want to be seen can be found.

**ACTION ITEM:** Program coordinators have already done this, but all others need to "google" their program/website to see what appears. It needs to be reasonable and beneficial to the college.

Conceptual Framework Statement – Review and Recommend Adoption: The conceptual framework is the underlying philosophy that guides the unit's approach to

educational educator preparation. The following is a summarizing statement that has been updated at the program coordinators meeting. Here is the statement:

*The College of Education and affiliated programs prepare reflective, technologically proficient professionals who create, organize, and disseminate knowledge, promote democratic ideals, and serve diverse communities.*

UCOTE members need to make a recommendation to adopt this revised conceptual framework. The updated piece is the technology reference. Elaine Turner moved to recommend the adoption of the conceptual framework and Theresa Vernetson seconded the motion. All members were in favor.

Elayne Colon mentioned that this language is important and needs to be visible within all programs. Most of the course syllabi and course descriptions should reflect the elements in the framework. Everyone (staff, faculty, students) needs to be aware of this statement and know that it is our mission as a teacher education program.

2008-2009 Accomplishments (handout): Elayne Colon prepared a handout to give everyone a sense of all that has been accomplished by the program coordinators this academic year. The handout gives concrete examples of ways we are preparing for the visit. Even though this is all in preparation for the visit, Elayne Colon and Tom Dana hope to keep the container updated for future visits. It will be useful for other accrediting bodies and review processes.

Tom Dana thanked the program coordinators for all their hard work. Each coordinator has had a lot of extra responsibility placed on them and they deserve some recognition. The work they do is extremely important to the college.

**ACTION ITEM:** Elayne Colon will send out a copy of the 2003 accreditation report so that all who were not involved at the time can see what is expected. Theresa noted that the report is not completely accurate and readers need to be aware of this when reading it.

Timeline to the Visit:

- I. Verification of electronic exhibit room contents – mid September
  - a. The program coordinators and administrators should be checking the container regularly for misrepresentation and/or errors. The container is our chance to brag and highlight our programs.
- II. Participation in mock visit –late September
  - a. This will allow a chance for some feedback and minor changes.
- III. Finalize all reaccreditation materials for NCATE and DOE – October

- a. This is the beginning of full pre-visit mode. It will be the finalization of all materials and data and cleaning up any unclear items.

#### IV. Plan site visit logistics – October/November

Before the review teams leave, they will provide an initial report. However, the official report will not be sent to us until a few months after the visit.

The college and its affiliated programs seem to be in good shape so far. Everyone involved has been working hard and deserve appreciation.

Reminder: For all NCATE/DOE visit information and other accreditation information, Elayne Colon is the main contact. Please contact her with any questions or concerns ([epcolong@coe.ufl.edu](mailto:epcolong@coe.ufl.edu)).

#### **Dean's Comments**

Dean Catherine Emihovich began by complimenting the leadership team (Tom Dana, Elayne Colon, Theresa Vernetson, and the department chairs) for all the hard work they have put towards the NCATE/DOE visit. From a dean's standpoint, this can be a stressful time as the success of the visit reflects directly on the dean. Catherine is pleased with all the hard work and effort from everyone.

Catherine recounted her reaction to the provost when it was recommended for the College of Education to close or significantly reduce the undergraduate program. However, as a college, we worked through this thanks to the dedication of the faculty and students. Collectively, we were able to make the case that eliminating the program completely was not beneficial, although we agreed to a reduced program.

Catherine also announced that COE plans to open a new online professional practice doctorate degree. Everything seems to be on track for this. Also, the college is following the path that teacher educator preparation programs in community colleges are taking. It will soon be more common for students to receive their initial teacher preparation education at community colleges and come to universities for an advanced degree.

Catherine made a note about the FACTE Day on the Hill. There does not seem to be any new legislation that will impact initial teacher preparation programs. There were some new ideas about a probationary period for teachers though. FACTE was also pushing for a way to make teacher retention rates more visible.

Finally, Catherine handed out an article from the Office of Program Policy Analysis and Government Accountability (OPPAGA) entitled "The Success of Teacher Preparation Programs in Florida Varies Greatly". She pointed out that there are some problems with UF data in the article, but those issues have been noted but not yet corrected. This report is completed every year. Some findings to note: (1) District Alternative

Certification Programs have the highest completion rates; and (2) State colleges have the highest placement rates. These are important items to think about as we plan for the future.

Tom thanked everyone for attending the meeting which was meant to be more of an informational session. Any questions or comments should be sent to Elayne Colon.

Submitted by Whitney Shadowens on April 29, 2009.