**Council Executive Committee Meeting Minutes**

Wednesday, September 20, 2023

3:30-5:00 p.m.

Present: Jill Donnel, Suzanne Lee, Brenda Lindsey, Amy Leman, Dustin Tartar, Kathy Martensen, Mary Lowry, Sarah McCarthey, Joseph Pickell, Zelda Gardner, Lauren Ochs, Grace Sawyer, Mari Altshuler, Kenna Ashton, Laurie Andrews

**Welcome and Approval of Minutes**

* Jill Donnel formally introduced herself as the new Executive Director of the Council on Teacher Education. As the new Executive Director, Jill Donnel brings a wealth of experience and expertise to her role.
* Approval of February 15th, 2023, minutes. A motion to approve the minutes was made by Amy Leman and seconded by Joseph Pickell.

**Annual Overview of Licensure Programs**

Jill presented reports on licensure candidates from previous academic years to the present. These reports covered candidate enrollment by program, college, and candidate demographics. Jill presented data specific to middle grades licensure completers.

**Exit Survey**

Suzanne reviewed highlights from the exit survey data of licensure completers across different programs. The data indicated a positive assessment of candidates' content knowledge, lesson planning, and ability to create culturally responsive environments. It also identified specific areas for improvement within our programs, particularly in establishing and enforcing standards of conduct in both small and large group settings. Preparation to teach students learning English as a second language was also noted as an area needing improvement.

**Program Proposals and Revisions** (Please see materials in Box Folder)

The committee unanimously voted in favor of the following proposals:

* Review of Program Revisions for AGED (master’s level): Amy Leman provided an overview of the proposal to the council. This included highlighting the addition of an online delivery mode, updates to course requirements, and revisions in technical area content course prerequisites. These proposed changes aim to assist individuals with industry experience who possess a provisional license in obtaining a traditional license. Sarah McCarthey made a motion to approve, and Laurie Andrews seconded.
* Review of Program Proposal for Music Ed: Suzanne Lee presented an overview of the proposal to the Council. The proposed revision aims to eliminate ISBE's monitoring of specific concentration area course requirements. These revisions will not impact candidates' degree requirements but rather offer programs more flexibility in modifying course concentrations without seeking approval from ISBE. Joseph Pickell motioned for approval, which was seconded by Grace Sawyer.
* Review of Early Childhood Alignment – Culturally Responsive Teaching and Learning Standards: The CRTL UIUC Campus Leadership Team reviewed the Early Childhood Education program’s proposal and recommends approving it (pending some small edits) to send to the Illinois State Board of Education. Suzanne provided the council with important highlights from this proposal. Amy Leman made a motion to approve, and Mari Altshuler seconded.

**Proposed Projects:**

Jill Donnell presented proposed projects for the committee's feedback and insight. Jill stated this will be discussed in further detail during our October meeting.

* CoTE mini grants for supporting programs – CoTE aims to allocate funds in support of three main areas: improvements to students’ program experiences, research and evaluations related to field experiences, and assistance for our cooperating personnel. Each program would determine the allocation of its own funds.
* Consortium: bringing stakeholders together to proactively engage with issues facing educators and students in Illinois – Jill proposed establishing a statewide think tank, including our PK-12 partners, Illinois legislators, and students/faculty from Illinois Universities, with the goal of proactively addressing the challenges faced by Illinois teachers.

**Entitlement Audit and Remediation Plan:**

Jill informed the committee about the remediation plan, developed by Suzanne Lee, addressing the findings of the Entitlement Audit regarding cooperating teacher eligibility records. Suzanne presented an overview of the plan to the committee –

* CoTE will require programs to provide student teaching placement forms and explanation of procedures to the Unit for review and approval by the Unit Head and Licensure Officer. CoTE will review for compliance and ask programs to revise if needed.
* The Licensure Officer will host training for program staff from all campus departments/schools involved in any part of the placement process.
* A small portion of programs’ paperwork will be monitored at the end of semester for compliance.

**UPDATES:**

* An edTPA taskforce will be formed to determine what performance-based assessment will be used for Illinois licensure candidates. This responsibility was delegated to the Public Deans Group, which nominated three higher education representatives to serve on the task force.
* ISBE recently updated their code governing the content of the teacher licensure program. Licensure programs must demonstrate how future educators are prepared to work with ESL learners.

Amy Leman motioned to adjourn, and Joseph Pickell seconded.

**Next scheduled meeting: October 18th, 2023**

**All meetings are 3:30-5 PM in Zoom unless otherwise indicated.**