

AWP Committee works

Anecdotal notes for meetings and discussions

August 17, 2011 (Wednesday) 4:00 – 4:56 PM

- After the department meeting from 11:30 to 1:45 PM, the guidelines for the Critical Reflections for the AWP procedure were revised based on the discussion in the meeting. Karen Van Meter, Kitty Green, and Insook Chung updated the guidelines.
 - 1) The term, “Pre-service teacher” has been changed to “Teacher Candidates.”
 - 2) Revised overall explanation since the secondary education teacher candidates will submit the paper as one of the assessment measurements while the elementary teacher candidates submit two papers for the Advanced Writing Proficiency (AWP) procedure which is one of the requirements to complete the education program. (see Old: Mar. 31, 2011; New: Aug. 17, 2011)
 - 3) The rubric has been revised, too. (see Old: Feb. 23, 2011; New: Aug. 17, 2011 rubric)

September 21, 2011 (Wednesday) 1:00 – 2:45 PM

- During the department meeting, the rubrics for the AWP papers were discussed and the following items were updated and revised.

Page	Old	New
All	Pre-service teacher	Teacher candidate
All	Saint Mary’s College Pre-service Teacher Performance Standards	Saint Mary’s College Teacher Candidate Standards
2	According to the National Council for Accreditation of Teacher Education (NCATE) Program Standards	According to the Association for Childhood Education International (ACEI) Elementary Education Standards
2	On-line available at http://www.udel.edu/bateman/acei/Sourcedocs.htm	(See the ACEI Elementary Education Standards posted on the Blackboard, under Course Documents within the Education Department.)
4	The paper must have a copy of the self-assessment form completed by the student	The <u>second</u> paper must have a copy of the self-assessment form completed by the student
4	3. Submit the first paper to the Director of Student Teaching. Submit the second paper to the Chair of the AWP Committee. Submissions must be made prior	3. Submit the first AWP paper (Student Teaching Essay) to the Director of Student Teaching. Submit the second AWP paper (Critical Reflection on the Standards) to the Chair of the AWP

	<p>to or on the due date.</p> <ol style="list-style-type: none"> 4. If the paper does not pass, meet with an Advanced Writing Proficiency Committee member to discuss revisions. 5. Consider the Advanced Writing Proficiency Committee member's evaluation of the submitted paper. 6. Make the revisions and resubmit the paper. When the paper is resubmitted, return it directly to the committee member who suggested the revisions. 	<p>Committee. Submissions must be made prior to or on the due date.</p> <ol style="list-style-type: none"> 4. If the paper receives "grade 1" by the first reviewer, the paper returns to the candidate with the recommendation of consulting at the writing center on campus. Revised paper must be resubmitted within a week after being returned. 5. If the paper does not pass, meet with an Advanced Writing Proficiency Committee member to discuss revisions. 6. Consider the Advanced Writing Proficiency Committee member's evaluation of the submitted paper. 7. Make the revisions and resubmit the paper. When the paper is resubmitted, return it directly to the committee member who suggested the revisions. 8. The final copy of the paper must be perfect, without any errors.
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September 23, 2011 (Friday): 3:00 – 4:30 PM

- The revised guidelines were discussed with individual faculty members by Dr. Chung. An e-mail was sent out, with the file attached, in order to get suggestions and opinions on the revised draft based on individual faculty member's input.

September 26, 2011 (Monday): 3:00 – 4:00 PM

- The AWP paper rubrics were revised on the terms, e.g., pre-service teacher to teacher candidate, and posted on the Blackboard for students to view.
- Finalized the draft according to faculty members' suggestions and opinions and posted on the Blackboard so that students can view the guidelines and rubric.

October 7, 2011 (Friday): 3:00 – 4:00 PM

- The AWP guidelines (paper 1 and 2) and rubrics have been updated, with a change in wording "SMC Teacher Performance Standards" from SMC Teacher Candidate Standards" based on the discussion in the department meeting on

October 5, 2011 (Wednesday). Dr. Kitty Green, Mrs. Karen Van Meter, and Dr. Insook Chung were involved in revising the wording of guidelines and rubrics. All the updated guidelines and rubrics are posted on the Education Department Blackboard.

December 7, 2011 (Wednesday) 1:00 – 2:00 PM

- The committee decided the deadline for the 2nd AWP paper “Critical Reflections on the Standards”, for the juniors, when the faculty members met for reviewing new faculty applications. The date for the submission is February 15, 2012 (Wednesday).
- The date will be announced in the beginning of the spring semester, 2012.
- E-mail was sent to the education 2013 students (juniors) on December 16, 2011 to help them be ready for the upcoming semester AWP requirement. The e-mail reads:

- Dear Education 2013 Students:

While we are completing the semester successfully and productively, I thought that we should provide you with some heads-up information about the second Advanced Writing Proficiency (AWP) paper, which is called “Critical Reflection on the Standards,” before you leave for our winter break.

The deadline for the paper will be February 15, 2012 (Wednesday). It will be announced again in January when you come back from the break. The guidelines and rubric are posted on the Blackboard under Education Department. If any of you would like to draft the paper, you can refer to them.

I hope that you will have happy holidays and a restful break!

Dr. Insook Chung, Associate Professor
AWP Committee Chair
Department of Education
Saint Mary’s College

January 23, 2012 (Monday): 12:30 PM – 3:00 PM

- During a regular department meeting, the 2nd AWP paper deadline and procedures were discussed.
 - There will be 41 Elementary Education majors and 17 Secondary Education minors in total 58 students to submit the paper.

- There will be an official announcement about the paper by Dr. Chung for the Elementary Education majors and By Dr. Green for the Secondary Education minors during the week of January 30. (An e-mail was sent on January 24, 2012 to all juniors of the Elementary Education major). A discussion session by Dr. Chung will be held in the class of the EDUC 352 (Dr. Turner's class at 11:00 and 12:30 in 357 Madeleva Hall). (AWP Guidelines, Rubric, SMC Teacher Candidate Performance Standards, Indiana Developmental Standards-P-12, Indiana Content Standards are posted on the Education Black Board.)
- Oral presentation dates will be set and announced to the students right after the spring break (March 19).
- There will be 12 sessions for the presentation with 5 students and 2 evaluators per session.
- Student sign-up sheet for the oral presentation will be posted right after the spring break.

January 24, 2012 (Tuesday)

- The guidelines and deadline (Feb. 15) of the Advanced Writing Proficiency (AWP) Paper 2 were announced to the juniors of the Elementary Education majors by sending an e-mail. For the Secondary Education minors, the paper is required for one of the minor courses. An information session for the submission was held by Dr. Chung on January 31, 2012 in Dr. Turner's class.
- The papers from the students were distributed to the AWP Committee members (Dr. Gillan, Dr. Li, and Dr. Turner) for a review.

March 28, 2012 (Wednesday)

- All AWP papers of the Elementary Education Majors (42 students) passed the review by the AWP committee members.
- The rubrics of the students were sent to the chair of the Assessment Committee (Dr. Green) for data input and analysis of them.
- The AWP Paper oral presentation date (April 23, Monday) was announced by sending an e-mail to all Elementary Education majors. Dr. Green announced the date to the Secondary Education minors in her class.

April 23, 2012 (Monday)

- Student's oral presentations of the AWP Paper 2 were held from 9:00 AM to 1:00 PM. There were 12 one-hour sessions with 5 students per session.
- All students passed the oral presentation.