

**Education Department  
Retreat Minutes**

**May 25, 2011**

**9:00 a.m.**

**Present: MaryAnn Traxler, Kitty Green, Karen Van Meter, Loretta Li, Insook Chung, Nancy Turner**

MaryAnn presented the new position request for the faculty to review. Discussion involved specific areas that should be a priority, based on the needs of the department. All agreed that the primary area of need is secondary education and other needs should include English, Modern Languages, and/or Educational Psychology. A three-year staffing plan was touched upon, but will be finalized depending on other decisions to be made regarding individual faculty plans and areas of teaching interest.

The status of the NCATE focus visit was then discussed. Two dates in fall of 2012 have been chosen. As NCATE consultant, Kitty shared information that she is collecting about the visit, including a calendar of events leading up to the visit; she will clarify specific procedures and identified questions about assessment issues during the NCATE conference she will attend from June 1-3. Kitty has also met with Jessica Ickes and Daniel Flowers from Institutional Research about technological capabilities for disaggregation of collected data. Institutional Research will compute inter-rater reliability for recently-gathered faculty scores from oral presentations. A workshop on inter-rater reliability will be conducted by Jessica in fall of 2011.

With regards to feedback on assessment, the recent Cooperative Council meeting was reported on. Since attendance was low, Loretta suggested gathering feedback via email; Kitty will pursue this. Kitty then presented and discussed data from two raters representing average rankings for each of the Saint Mary's College Standards from the oral presentations of the Education Portfolios (elementary seniors) and Student Teaching Portfolios (secondary seniors) from spring 2011. An average of the two raters' scores for each student was also included. Similar scores were presented from oral presentations of the Critical Reflection on the Standards paper for elementary and secondary juniors. It appeared that while most students are exceeding expectations, a few did not meet the expected *Developing* level. Discussion followed as to what the implications would be. Finally, data from the exit survey (elementary and secondary seniors) was examined; while overall, students feel very prepared in most of the standards, a few elementary students indicated that they felt less prepared in the area of reading. Speculations were made by the faculty about the meanings behind the numbers and plans for changes based on this data were discussed. For example, a list of specific reading programs used in schools may be compiled and presented to pre-service teachers.

Faculty members then discussed their impressions of the Critical Reflection presentations. It was decided that a workshop should be conducted for the juniors to clarify expectations, and that a video of exemplary presentations should be included in the workshop. Two students will be contacted to see about this possibility. Kitty agreed to conduct the workshop.

Kitty shared a sample syllabus revised according to the new state P-12 developmental standards. Conversation among the faculty focused on the Content standard and how that might be best addressed in syllabi. The new standards were named the Saint Mary's College Pre-service Teacher Standards. Kitty will revise the sample syllabus based on feedback and send this as well as standard eight (Content) information to everyone. Faculty will work on revising all syllabi prior to the fall semester.

Nancy presented the current and proposed Education Portfolio guidelines. After reviewing the procedure for the 2010-2011 academic year, discussion focused on strengths and challenges of the system. Karen expressed a few concerns based on her direct experiences with student teachers. As AWP Chair, Insook offered insight with regards to the AWP/Portfolio connection. All agreed that the department should maintain one "best work" portfolio, and that oral presentations should be included at the end of three semesters. Revisions for the rising seniors were agreed upon; highlights of these changes are an additional artifact submitted at the end of fall semester senior year and a post-reflection on the standards submitted as a final conclusion to the portfolio. These changes and the retained elements help to ensure that the portfolio is serving the intended purposes. Nancy will make the changes to the document and send it to everyone. She also agreed to conduct a workshop for the seniors in the fall. Kitty will create a rubric for the oral presentation of the lesson plan. This rubric, together with other assessment tools used at the various checkpoints, will provide consistency for data collection. Finally, in order to facilitate development of the new artifact, faculty will try to ensure that students have the opportunity for teaching experiences during this semester.

The Physics Department asked that the Education Department consider the needs of the students regarding Physics 103. All agreed that while Physics 103 is a good option for students, it would not be a requirement. MaryAnn will report this decision to the Physics Department.

MaryAnn reported on the status of graduate programs as they might potentially impact the Education Department.

The department discussed the appropriate place for English as a Second Language content to be included in the elementary and secondary program. Loretta shared her thoughts based on her expertise in this area and will continue to think about the possibility of including information in Corrective Reading or Social Studies methods.

Finally, MaryAnn provided written feedback from elementary seniors on strengths and suggested changes for the Education Department. She also reviewed events for next year and encouraged the development of a calendar which would include department meetings (Wednesdays at 1:00), a department retreat, Cooperative Council, Teacher Education Committee, AWP/Portfolio presentations, etc.

The meeting adjourned at 2:30.

