Minutes of the Policy Committee  
College of Education and Allied Professions  
February 20, 2004  
8:30 a.m.  
Killian 218

Present: Dougherty, Carpenter, Claxton, Allan, Tyson, Garrett, McCreary, McCord, Burton, Freeman, Pittman, Rayburn (Recording Secretary)

Absent: Dr. Beth Allan

Guest: Heather Kasey – Relay for Life Chair

Dr. Dougherty introduced Heather Kasey – chair of the Relay for Life. Ms. Kasey encouraged both faculty and staff involvement in the Relay for Life event. The event is scheduled for April 2-3, 7:00pm to 7:00am.

FOR DISCUSSION

Early Field Experience Grades – Dr. Freeman presented a revised policy to the members. Dr. Claxton was pleased to see that professionalism was stressed in the revised policy. Dr. Freeman would like the revised policy to be placed on the appropriate course syllabi. Department heads will meet with the faculty involved and provide the committee with their feedback at the next policy committee meeting.

Internship/Student Teaching Midterm Evaluations – The policy was submitted via e-mail to the members of the committee prior to this week’s meeting. The question arose of where the evaluation documents were to be submitted, the members felt a central location would be the most logical. Dr. Carpenter suggested that midterms and final exit criteria be submitted to and maintained by the Licensure Secretary in Field Experiences. The members asked how this would be communicated to the faculty involved; Dr. Freeman informed the members that the information is in the handbook and

Proposed changes in Policy – Teacher Education – Dr. Allan distributed the recommendation of the Teacher Education Procedures and Policies Committee regarding proposed changes. The committee is recommending that the Grade Point Average Policy for Licensure-only/Second Degree students seeking admission to the teacher education programs be changed. The committee recommends eliminating the second condition regarding the three calendar year wait for admission. Dr. Allan stated “that no other state university has this type of policy” the recommendation would make the policy more consistent with Western Carolina University policy. Dr. Allan proposed a motion to accept this change. Dr. Claxton seconded the motion. The second item is that interviews of all students seeking initial licensure: undergraduate and lateral/entry/second degree students be the responsibility of the department for which they are applying. The Office of Teacher Education would provide each department with the list of students applying and then be responsible for collecting the results of the interviews. The rationale of the committee is that interviews by the relevant department provide access to faculty, personal contact with those students for whom they are going to be working closely with, a sense of heightened attention to the interviews, and greater ease of scheduling interviews. This would ease scheduling problems and create better contact with instructors. Dr. Carpenter agrees that a logistical plan needs to be in place. Dr. Dougherty requested each department head meet with their faculty to gather their views of this recommendation. The department heads will present the faculty views at the next policy committee meeting.

The meeting adjourned at 10:00 a.m.
Respectfully Submitted,

Barbara Chapman, Recording Secretary

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    Vice Chancellor Collings