



UNIVERSITY OF NORTHERN COLORADO

**Professional Education Council
Minutes
November 16, 2017
McKee 282; 4:00-5:30 PM**

Present: Courtney Luce, Mark Montemayor, Brian Rose, Jeri Kraver, Todd Sundeen, Jaimie McMullen, Jennifer Krause, Collin Brooks, Stan Trembach, Charlie Warren, Jackie Davis, Theresa Higgins (by Skype), Suzette Youngs (by Skype)

Guests: Mary Schuttler (Theatre Ed)

Absent: Rob Powers (proxy given to Jeri Kraver), Wes Tuttle, Ginny Huang, Kim Creasy, Donna Goodwin, Mary Evans

I Welcome: Courtney Luce, Chair

II Approval of 10.26.17 Minutes

- Unanimously approved.

III Curriculum Review:

- Spanish – Table to next meeting. Need a rep present
- Theatre K-12
 - i. 4 years ago, the program changed to K-12 but no one told them. They are going through changing the program to K-12. Observations will go with Elementary methods through Theatre department. They will continue current Secondary methods. They are eliminating STEP 161. They added one Theatre class, moving it from elective to require.
 - ii. Courtney asked how field experience would work. Mary stated they do have some places for Elementary and already have some Secondary. They could go to Denver if needed for additional Elementary placements.
 - iii. Placements will be in one place or the other (Elementary or Secondary), not both. Nancy stated this was okay.
 - iv. Todd motioned to accept. Jeri seconded. Unanimously approved.
- Mark asked if Theatre should now have a K-12 rep at PEC or should there be a rotation with two representatives from the K-12 programs.
 - i. This will be added to the PEC agenda in the spring to determine how we should move forward with representation.

- ii. If it were determined to change the representation, it would make a change to by-laws to show two reps for the Arts.

IV Old Business:

- No old business

V New Business:

- Announcements
 - i. Collin Brooks introduced himself to the committee. He is part of the SES program as a PhD student. He is our new graduate student representative.
 - ii. SES curriculum is coming to PEC for the Dec 7 meeting. They are making updates to the undergraduate K-12 and post bac K-12.
 - iii. STE will have multiple curriculum items for Dec 7th meeting
 - iv. Over a year ago it was asked by the Registrar and Financial Aid to see what we could do to eliminate the zero credit courses. The proposal is to eliminate these courses and create Canvas shells to manage electronic assignments. Curriculum will be coming up for review in January. Questions:
 1. Will access to Canvas be granted to advisors?
 2. Can students be aggregated to the shell?
- Develop PEC Curriculum Rubric – Brian Rose
 - i. What are we supposed to review with curriculum? How do we know if they are crossing a line?
 - ii. Is this something we want to discuss and put together? After discussion several ideas were mentioned:
 1. Maybe a checklist – required documents, cover letter on what it includes
 2. Are you making standards, staffing coverage, impact statements, and licensure requirements?
 3. What is our purpose if we are not reviewing all areas?
 4. Final suggestion is to email to Courtney a list of questions for what we want to know, and/or what confuses us. The Committee can then reconcile this list into a guidance document.
 - iii. Curriculum is not listed as part of the purpose in the by-laws.
 - iv. Current practice is we rarely say no to curriculum, but maybe send them back with some improvements. We like hearing what other programs are doing.
 - v. Is there a general mission statement for teacher education? After discussion here are some ideas/questions:
 1. Here is how the changes fulfill the mission of what we are trying to do.
 2. Might help make the curriculum more meaningful to the committee.

3. If we are submitting curriculum, what do we want the PEC to look at?
4. Are we the last ones who review closely or does the next approver in line also review it?
5. We will revisit in the Spring, maybe create or review a mission

VI Other:

VII PEC Vacancies (Non-voting, 1-year memberships)

- Secondary Partner School
- Undergraduate Student Representative
- Undergraduate Council Representative

VIII Adjournment

- Brian motion to adjourn, Jeri second. All in favor
- Adjourned at 5:06

PEC Meeting Schedule

November 16	*(deadline for receipt of curriculum: 11/13)
November 30	*(deadline for receipt of curriculum: 11/27)
December 7	*(deadline for receipt of curriculum: 12/4)
January 25	(deadline for receipt of curriculum: 1/18)
February 22	(deadline for receipt of curriculum: 2/15)
March 22	(deadline for receipt of curriculum: 3/15)
April 26	(deadline for receipt of curriculum: 4/19)
May 3	*(deadline for receipt of curriculum: 4/30)

All meetings will be held in McKee 282, 4:00-5:30 PM.