Teacher Certification Program
Governing Board Meeting Minutes
December 17, 2003

<u>In Attendance</u>:

Brenda Kihl, Sabrina Belt, Toni Jenkins, Shelby Bivins, Joy Banks, Becky Wussow, Lynn Botlinger, Dianna Whitehurst and Betsy Hoekzema (recorder).

Prior to the start of the meeting, a box lunch was served.

Meeting started at 12:00 noon.

Following the format of the agenda, Brenda Kihl continued with the discussion items.

Program Update

- Program Update – Brenda Kihl
    1. Participants:
       34 for fall
       42 being mentored

- <u>Application procedures</u>
    1. Will accept TASP scores if taken within the last 5 years.
    2. Must take Compass test if more than 5 years since TASP test.
    3. Interviews taking about 30 minutes.

- <u>Electronic Portfolios</u>
    Electronic portfolios have been available since February but slowly introduced to students. Fall students received training on how to use the program. Carol Latham, Technology Mentor, was hired to help with students using technology. Students need to schedule some time in January with Carol for help. No one is yet using the program in the interview process. Brenda Kihl showed sample of Electronic Portfolios to the group.

    Becky Wussow suggested not using pictures on Electronic Portfolios due to EEOC rules.

- <u>Grant progress</u>
    PT3 grant still going and will apply for no cost extension in April.

Action Items

1. Reduce the number of hours required during EFE.
   The board agreed to reduce the number of observation hours to 20 hrs.

2. Approve a format for the student teaching option.
   The board agreed to add student teaching option to the program. The student teaching would last for 12 weeks.

Discussion Items

1. Certification changes affecting the program.
   Temporary Teaching Certificate proposed by state is concern to school districts. What can CCCCD do to continue to help prepare teachers to teach in Collin County?

   Joy Banks suggested using master teacher in districts to teach or mentor thru Centra.

2. Pedagogy Training
   Need to re-evaluate master teachers and ways they are teaching. Maybe need more interaction with student.

   Shelby Bivins said some students wanting to get actual books use in classroom.

3. Employment and Interviewing workshop
   Students have expressed a need for help on how to prepare for interviews. The board discussed some possible formats that will prepare students for the interviewing process.

- Review most commonly asked questions with TCP students applying for positions.
- Use mock interviews using staff or TCP students.
- Have HR people from school districts critique interviews.
- Videotape students if requested.

Open Discussion

Meeting adjourned.