

Teacher Certification Program
Governing Board Meeting Minutes
December 12, 2002

In Attendance: Brenda Goodell, Patricia Garrison, Joyce Hall, Margaret Reynolds, Carollyn Jenkins, Tamira Griffin, Toni Jenkins, Brenda Kihl, Shelby Bivins, Sabrina Belt, Pyeper Wilkins and Betsy Hoekzema (recorder)

Absent: Becky Wussow, Lynn Bottlinger, Stacy Kalmbacher, Joy Banks

Prior to the start of the meeting box lunches were served.

Brenda Kihl introduced Shelby Bivins (Mentor Coordinator), Pyeper Wilkins (PT3 Grant Coordinator), Sabrina Belt (Program Coordinator-TCP) and Betsy Hoekzema (Admin. Assistant-CTLPD).

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

- Responsibilities of the Advisory Committee
 1. To assist the college in providing more effective instructional programs and services.
 2. To assist the college in the evaluation of its educational program offerings and community services.
 3. To assist the college in continuous quality assessment.
 4. To assist the college in the process of student selection and placement.
 5. To assist the college in communicating with all segments of its service area.
- Structure of Advisory Committee
 1. New chairperson. (Brenda Kihl suggested maybe someone not with the college. Tamaira Griffin appointed for next meeting.)
 2. Length of term.
 3. Number of members.
 4. Types of positions needed on board.
 - a. Experienced teachers
 - b. Someone from technology
 - c. Staff development
 - d. Someone handling mentor program
- Program Participant Update

How to help retain those who go through the program and then decide they do not like teaching. (Mock interviews with applicants and members of board.)

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- Online discussion group
The board discussed the possibility of an email group for online discussion of issues before and after meetings.
- New database system for TCP
The new TCP database will be very helpful in tracking each applicant's progress in the program on a daily basis and make it possible to access this information more efficiently.
- ePortfolios and Mentoring Program
Shelby Bivins (Mentor Coordinator) discussed her website information about interns and mentors.
- No child left behind
How will training and qualifications for teacher aides be handled? Elaine Boski-Wilkinson suggested using some of the courses already offered by the college in child development.

The next Governing Board meeting will be held Tuesday, March 4, 2003.