

**College of Education and Human Services
University of Wisconsin Oshkosh**

Name of Committee: NCATE Steering Committee

Date of Meeting: January 16, 2007

Started Meeting Time: 1:00 PM – 3:00 PM

Location of Meeting: N/E 210

Meeting Minutes Prepared by: Michael Beeth and Susan Cramer

Steering Committee Members present:

Susan Cramer, Mike Beeth, Mike Ford, Tom Fischer, Ricky Johnson, Penny Buckley, Alan Saginak, Bert Chiang, Suzanne Doemel, MaryBeth Petesch, Kathy Henn-Reinke, Jean Inda, Peter Meyerson

Meeting called to order by Beeth at 1:00 PM

Open Session:

Beeth and Cramer thanked everyone for attending the meeting.

Update by Suzanne Doemel from her recent NCATE visit:

Suzanne Doemel presented everyone with a handout and gave a presentation regarding NCATE Helpful Tips, Institutional Report Layout, Preplanning Report, and suggestions regarding setting up the exhibit room along with some do's and don'ts.

Some Tips were:

- Remember to show data at different levels and mediums, printed, electronic, interviews by student, staff, and department chair.
- Need THREE sources of data to answer EVERY question.
- Be specific in the information given.
- Place in the Institutional Report where each source of data is located and how to access the data.
- Written documents, portfolios, interviews with students on site, cooperating teachers, staff clinicals, student teachings, interviews with students that have graduated from COEHS (both documented and if student can be present during NCATE visit for interview).
- All data must be broken down from smallest to largest.
- More is better.
- Hard copy AND on-line copy should be provided for evidence and data referenced.
- Data needs to be accessed in lots of ways, such as chronologically, by the year, department, etc.
- Assessment is an important item.

Links for resources and planning instruments are posted at:

<http://www.coehs.uwosh.edu/ncate/ncatearchive.htm>

Exhibit Room: will need to be sorted and arranged.

The question of having a college-wide forums to be arranged for discussion about issues was discussed by the board and it was decided it would be a good idea.

Meeting adjourned at 2:40 PM.