The meeting began at 3:00 pm.

**Meeting Focus:** Secondary Teacher Preparation

**Chairs/Directors Present:** Griffin, Chacon, Brunk, Tabuenca, Wilson, Goletti, Smith

**Chairs/Directors Invited but not Present:** Sowards

**Dean’s Office Staff Present:** Herman, Moreno and Estrada

1. **Secondary Teacher Preparation and Testing**

   - Rueben Moreno provided basic information on the admissions requirements for the Educator Preparation Program, exam fees for the qualifying and state exams, and the breakdown of each major as it relates to the secondary education minor.

   - Discussed update for the minor in secondary education in the 2017-18 Undergraduate Catalog, which includes the process on how students apply to the Educator Preparation Program, LART requirements, and testing procedures.

   - Discussed outcomes of the meeting with Dr. Roberson, Dean for the College of Education
     - Course should alignment with exams. College of Education is happy to meet with faculty in departments and review aligning curriculum to tests
     - Faculty can review topics of the exam at these sites
       - [http://cms.texas-ets.org/texas/prepmaterials/tests-at-a-glance/](http://cms.texas-ets.org/texas/prepmaterials/tests-at-a-glance/)
     - Faculty can take the test to get a better idea about topics that are assessed
     - ELAR students can go to the writing center (Lou Herman has “samples” and grading rubrics to assist students)

   - Rueben Moreno shared information on passing rates on the state content exam for the minors:
     - **State Exam**
       - Art: 2016 (11 passed /11 attempted); 2017 (3 passed /3 attempted)
       - Dance: 2016 (2 passed / 3 attempted); 2017 (11 passed / 1 attempted)
       - Journalism: 2016 (no attempts); 2017 (2 passed / 3 attempted)
- French: 2016 (0 passed / 1 attempted); 2017 (1 passed / 2 attempted)
- Spanish: 2016 (0 passed / 2 attempted); 2017 (0 passed / 1 attempted)
- Music: 2016 (5 passed / 5 attempted); 2017 (14 passed / 16 attempted)
- Speech: 2016 (0 passed / 1 attempted); 2017 (0 passed / 2 attempted)
- History: 2016 (1 passed / 1 attempted); 2017 (3 passed / 3 attempted)
- Theatre: 2016 (no data); 2017 (no data)

- Qualifying Exam to Enter Secondary Education Minor
  - ELAR: 2016 (17 passed / 25 attempted) 2017 (9 passed / 15 attempted)
  - Social Studies Composite: 2016 (13 passed / 43 attempted) 2017 (13 passed / 34 attempted)
  - History: 2016 (1 passed / 1 attempted) 2017 (3 passed / 3 attempted)

2. **Discussion: Secondary Teacher Training**

- There was a discussion of Secondary Teacher Education. In addition to the ideas mentioned above, another idea was to implement a Capstone course to help students integrate material for test.

- To help students and departments, the College will provide each Department the following information following each semester:
  - number of students taking the exams
  - passing rates and attempts
  - score reports on components of the exam
  - number of students enrolled in the EPP
  - number of students enrolled the student internship course
  - number of student with a minor in secondary education

3. **Announcement & Other Issues**

- Pictures for websites
- Dodson Funding
- Guidelines for College T&P committee will come soon
- Using PAR to provide faculty constructive feedback