

Urban Teacher Education Program
Policy Board Meeting

Hammond Area Career Center

11:00 A.M. – 1:00 P.M.

December 4, 2008

Minutes

Attendees: Mrs. Andree Anderson (*UTEP School Liaison*), Dr. Rochelle Brock (*UTEP Executive Director*), Mrs. Maria Dalhoumi (*Proxy for Dr. Juan Anaya, Superintendent, School City of East Chicago*), Mr. Garry Graban (*PDS Coordinator, Clark Middle/High School*), Ms. Annie Headen (*Working Conditions, Gary Teachers Union*), Mrs. Kathleen Kutie (*District PDS Coordinator, E.C. Central High School*), Mr. William Kelly (*President, East Chicago Federation of Teachers*), Mr. Pat O'Rourke (*President, Hammond Teachers' Federation*), Dr. Walter Watkins (*Superintendent, School City of Hammond*),

Call to Order:

The meeting was called to order at 11:00 a.m. Mr. Kelly.

Approval of November 13, 2008 Minutes

There was no quorum present to approve the minutes.

M.O.U./Fundraising Committee

Dr. Brock announced that she previously emailed the M.O.U. to the Board, and also distributed another copy. She noted the changes she made according to the suggestions from the November 13, 2008 meeting. Mrs. Anderson quoted the additional change made by the coordinators in 5A stating "Based on the needs of the school, UTEP coordinators can use no more than 10% of block grant funds to purchase and maintain office equipment and supplies".

Dr. Brock stated that she didn't put a specific number of times for students to be observed because previously there were only one or two students, and she was handling that. Now with thirteen new students and seven old ones, it will be more difficult. She has talked with Dr. Wigle about having the methods instructors go out and observe them (i.e. Dr. Dodson for Math, Dr. Schoon for Science, etc.), and provide a stipend. Dr. Brock suggested paying the TIs \$775 and the methods instructors \$100, or the students paying an additional \$50 tuition. Mrs. Kutie asked if the SOE would assign someone that normally goes out to observe could be assigned to UTEP and work directly with Dr. Brock in terms of field expectations. Dr. Brock responded that the problems would be that the instructor is usually an adjunct, they know nothing about UTEP, and are only there for a short time. She stated that an SOE professor has his students video tape themselves and they evaluate it together...not the same as going out, but it is an evaluation.

Mrs. Kutie asked if UTEP could hire someone to supervise. Dr. Brock responded that with the fundraising to help add money to the budget, it could be possible. Mrs. Anderson will supervise all of the UTEP students outside of her coordinator position next semester. Dr. Brock stated that an additional \$6,000.00 in the budget annually would allow her to hire someone to supervise the students. Dr. Brock suggested a Fundraising Committee be set up to come up with a way to raise money for various UTEP expenses, including supervising teachers, the 20th year anniversary, promotional video, professional development for teachers, scholarships for students, etc. Per Dr. Gianini who is over the IU Foundation, UTEP can raise money but must follow the rules, and there are many restrictions. If our Board members raise money and

open up a UTEP account at a separate bank it should be okay. Mr. Kelly asked if they would have to look into a 501C3. Dr. Brock responded that UTEP is a 501C3 through IUN, and if the money comes through IUN it is tax deductible...if through one of the districts, it's already a 501C3 status. The Fundraising Committee consists of the following volunteers: Mr. O'Rourke (chair) and Mr. Graban from Hammond, Mrs. Anderson and Dr. Brock from UTEP, representatives from East Chicago and Gary will be announced at the next meeting.

Dr. Brock stated that she would create a draft of possible uses for monies raised. Some money is needed up front, and could be acquired by selling tickets. She is trying to work out a way to get a couple of billboards announcing UTEP celebrating 20 years of educating urban teachers for Gary, Hammond and East Chicago in each district. Dr. Brock suggested a casino underwriting the cost of the billboards.

Dr. Brock informed the Board that the M.O.U. has to be approved by the university lawyers.

Mr. O'Rourke will call the first meeting for the Fundraising Committee.

Student Teaching/Field Experience

Referring to the attached handout, Dr. Brock reviewed the specific outline for the students to follow while out in their field/student teaching placements. Mrs. Kutie noted that in the past the students have only student taught for 12 weeks. Dr. Brock stated that through the university that it can be from 12 to 15 weeks. Mrs. Kutie asked if student teaching is being extended, and that the districts need to be notified. Mrs. Kutie asked how it is comparable with the other university requirements in the area. Dr. Watkins responded that the 12 week format is more ideal for Hammond, and he prefers it. Mrs. Kutie commented that if student teaching is stretched beyond 12 weeks, students will turn to other local campuses for financial convenience. Mrs. Kutie requested that the coordinators receive copies of the assignments given to the students when it is completed.

Mrs. Kutie commented that previously during the methods courses that students' field experiences were broken up into 6 week intervals for a total of 12 weeks before student teaching. Mrs. Anderson and Dr. Brock stated that currently the students have 10 weeks of field in 5 week intervals, and the Option I students usually have an additional 2 weeks due to their Special Education requirement.

Mrs. Anderson asked what to do when a student has been observed and has been advised that he/she needs more instruction in classroom management. Mrs. Kutie commented that in the past the university professor of record, the TI and she used to sit down with the person regarding correcting inadequacies in the academic or classroom management areas. She further commented that in her 16 years of working with UTEP only one student has had to be removed. Dr. Watkins suggested some type of intervention support will be available for remediation of the student prior to removing them, and have it clearly defined. Mrs. Kutie and Mr. Kelly agreed, and Mr. Kelly commented that there is a responsibility of the administration and the university to assist the student in every way possible. Dr. Brock stated that a draft of policies will be developed and discussed at the January meeting.

Next Board Meeting

The next meeting will be January 8, 2008. The location will be announced.

Adjournment

Mr. Kelly motioned to adjourn. It was seconded by Mrs. Dalhoumi. The meeting was adjourned at 12:30 p.m.