

Prairie View A&M University
Whitlowe R. Green
College of Education
Department of Curriculum & Instruction

Faculty Meeting Minutes
January 10, 2008
(Revised)

Faculty in Attendance

Mr. Willie Adams
Dr. Clarissa S. Booker
Dr. Douglas M. Butler
Dr. Judith Hansen
Dr. Mary S. Hawkins
Dr. Debra J. Johnson (DJ)
Dr. Edward Mason
Dr. Darlington Ndubuike
Dr. Kaarin Perkins

Visitors in Attendance

Dr. Barry Pelphrey, Assistant to the Dean
Dr. Doris Green, Alternative Teacher Certification Program (ATCP)

Meeting was called to order by Dr. Douglas M. Butler, Acting Department Head. Dr. Butler shared information regarding the Professional Educator Portfolio (PEP) and the True Outcomes Program. Four categories were identified to grade assignments in the PEP: Target, Acceptable, Unacceptable, Comments.

Dr. Pelphrey, Assistant to the Dean, suggested that every assignment have a rubric. Dr. Green shared a copy of a rubric used in the ATCP. Dr. Hansen pointed out that a rubric can have multiple parts. Dr. Ndubuike posed the question if there should be a rubric for each assignment. Dr. Pelphrey responded –Yes.

Dr. Pelphrey pointed out that students will continue to revisit their portfolios. There need to be a rubric for the entire portfolio. The students will need the rubric to complete the program. In as such, students can revise artifacts within in the PEP, so that the work can be re-graded

Dr. Booker requested a consultant to work with C&I faculty on the SPA reports. All students should complete their resumes and include it in their PEP in True Outcomes.

Dr. Pelphrey also suggested the formatting of the syllabi. Dr. Booker wanted to know if the course syllabus be given out on Monday, January 14, 2008. Dr. Pelphrey was asked to forward a copy of the syllabus template.

Meeting was continued to Room 305, where Drs. Hansen, Mason and Butler walked the faculty through True Outcomes.

Dr. Hawkins motioned the meeting to be adjourned. Dr. Hansen carried the motion.

Respectfully Submitted,

January 16, 2007

Dr. Debra J. Johnson

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Date _____

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Mr. Willie Adams _____

Dr. Clarissa S. Booker _____

Dr. Douglas M. Butler _____

Dr. L. Irene Duke _____

Dr. Judith Hansen _____

Dr. Mary S. Hawkins _____

Dr. Debra J. Johnson (DJ) _____

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