Committee Members:
- Nancy Brown – ECS (COFE)
- Genie Burkett – MUS (TEC; COFE)
- Joe Crank – ERCD (TEC; COFE); absent
- Kyle Higgins – ECS (TEC; COFE)
- Jane Kier – T&L (COFE); absent
- Liz Spalding – T&L; secondary (TEC; COFE); proxy for Kier & Quinn
- Linda Quinn – T&L; elementary (TEC; COFE); absent

Ex-Officio
- COE Advising/Field Placement – Chandler
- COE – Sileo

1. Approval of December 2011 TEC / COFE Minutes
   Motion: HIGGINS
   Second: BURKETT

2. Approval of December TEC / COFE Agenda
   Motion: HIGGINS
   Second: BURKETT

3. UG student teaching credit hour change:
   ECE, EDEL, EDSP, and EDSC all require 12 credit hours of student teaching plus 2 credit hours of student teaching seminar. Change to consider: 10 credit hours of student teaching plus 2 credit hours of student teaching seminar for a total of 12 credits hours. Courses affected by change:
   ECE 491
   EDEL 481
   EDSC 481
   EDSP 491
   Motion: HIGGINS
   Second: SPALDING
   UNANIMOUS – course changes not needed as catalog already says 1-12 or 1-16 or similar; program change forms are needed

4. ESP 720- course change (Higgins) (attached to email for your review)
   Motion: BURKETT
   Second: SPALDING
6. MUS course changes / program changes (Burkett) (overview attached to email for your review)

Motion: HIGGINS
Second: SPALDING

7. Standard syllabus for NDE accreditation visit (attached to email for your review)

Standard syllabus with minor variations by program should be used and will need to be used for fall NDE visit. INTASC standards have been revised and need to be reviewed/compared with current COE Principles – that were developed based on the old INTASC standards. Syllabi will need to include either INTASC / COE Principles (updated) AND / OR program area standards.

8. NDE accreditation visit / Review of all approved NAC files PRIOR to fall

Counselor Education
Early Childhood Education (mtg scheduled)
Elementary Education
Music Education (mtg completed)
Secondary Education
School Psychology
Special Education (mtg completed)

NDE would like to schedule the visit in late October / early November 2012. No specific guidelines on what the visit will look like and how the visit will proceed have been provided by NDE at this date. NDE is revising the 2010 visit guidelines.

Departments would like information on what is needed for visit ASAP as work will need to be done in spring 2012 and early fall 2012.

9. Configuration of TEC / COFE 2012 and beyond

Proposed configuration for 2012 and beyond:
Committee name: Teacher Education, Licensed Personnel, and Field Experience
Committee Description:

General Purpose
The general responsibility of the Teacher Education, Licensed Personnel, and Field Experience Committee is to carry out the continuous review of teacher and other school personnel licensure programs at the undergraduate and graduate levels, so as to ensure the maintenance of NCATE accreditation and Nevada State Program Approval. In addition, the Committee shall coordinate and oversee all college field experiences including the International Student Teaching Program.

Specific Responsibilities
Teacher Education, Licensed Personnel, and Field Experience will be expected to 1) work with the Departments on the articulation of and other school personnel licensure programs the academic degree programs that reside in these units, 2) recommend and, if adopted, subsequently monitor generic requirements for and other school personnel
licensure programs at the undergraduate and graduate levels that are college wide and 3) serve as an advisory committee on the operations of the Teacher Education Division (TED) to its Director.

**General Procedures/Committee Membership**

The Teacher Education, Licensed Personnel, and Field Experience committee shall consist of one elected representative from each of the teacher education and licensure programs as follows:
- Counselor Education
- Early Childhood Education
- Elementary Education
- Music Education
- Secondary Education
- School Psychology
- Special Education

And one field experience coordinator from the following programs:
- Counselor Education
- Early Childhood Education and Special Education
- Elementary Education and Secondary Education
- Music Education
- School Psychology

The Department of Curriculum and Instruction shall have two representatives: one from elementary education and one from secondary education. A representative from music education and a representative from dance education will also serve as ex-officio members of the committee. Terms of membership will be for two years and will be staggered to ensure continuity. The Director of the Division of Teacher Education shall chair the TEC but will vote only in case of a tie.

**Changes to accommodate new committee title and proposal in GREEN.**

10. Other / New business:
- Summer field work?
  Please get a list of all summer fieldwork requests to Nancy Sileo or Vicky Hoffman ASAP – by early March if possible. The COE will need to develop vendor contracts for all non-CCSD placements in order to get the CTs paid. Reminder: CCSD has moved to a 9 – month calendar for all schools. Exceptions: special education ESY.