EDU 103
Cohort Meeting
December 12, 2003
AL 3227

Dr. Jacqueline Hansen called the meeting to order at 11:45 AM. Attending cohort members were: Dr. Jacqueline Hansen (Asst. Prof.), Dr. Marty Jacobs (ACS Chair), Dr. Johan Koren (Asst. Prof.), Dr. William Koenecke (Asst. Prof.), Dr. Ginny Richerson (Professor), Mr. Greg Gierhart (Instructor), and Mrs. Ruth Ann Harrell (TQI Distinguished Practitioner). Unable to attend was Dr. Janis Murphy (Assoc. Prof.), who is seriously ill.

I. Introductions
Attendees introduced themselves and shared their experiences with EDU 103. We welcomed Greg and Johan to our cohort! After introductions we all dove into some Matt B’s pizza 😊

II. Dual Credit Program
Ruth Ann Harrell is a Distinguished Practitioner for the Teacher Quality Institute. The College of Education and TQI have worked closely to create two high school teacher education courses, EDU 103 and EDU 104. Students earn MSU credit for taking these courses. Ruth Ann talked about the history of the program, student admission requirements, and course curriculum. Jacqueline and Ruth Ann have written the curriculum for these courses. Each semester, they meet with the course instructors to ensure consistent, quality course delivery. They are also establishing Future Educators of America clubs in dual credit and other interested high schools. Ruth Ann and Jacqueline made presentations about the dual credit and FEA initiatives at the PDK International Conference and KATE Fall Conference.

III. Enrollment Issues
Traditionally, the College of Education offers approximately 8 sections of EDU 103 during each fall semester and 6 sections during the spring semester. This fall we added an additional section because of student demand. This spring, however, preliminary enrollment numbers are substantially down for some reason. Instructors are aware this might necessitate a reconfiguration and/or reduction in the number of sessions offered.

IV. Course Requirements
A. Course Syllabus
   Cohort members reviewed the course syllabus. Jacqueline stated which items are required and which can be changed at the professor’s discretion. Please refer to the attached revised syllabus. Cohort members agreed upon these changes:
   - Add this course objective: “H. create a formative e-portfolio. (NTS #9)”
B. Field Experiences
EDU 103 students make six field observations, two at each of three levels (elementary, middle school, secondary). To ensure students’ opportunity to observe culturally diverse settings, each group of students will make short-, middle- and long-range trips. Dr. Jacobs reminded us that, because field experiences are listed as a required course component, students cannot balk at participating in these field experiences. We discussed how field experiences are arranged and implemented. At semester’s end, instructors fill out a form indicating whether each student has completed all of the field experiences. Students who do not complete this requirement cannot pass the course.

C. Presenters
Because EDU 103 is a foundation entry-level course, we have these required presenters: Dr. Alesa Walker (TES orientation) and Dr. Renee Campoy (portfolios). We also encourage instructors to invite Pam Matlock and Cathy Warmack to discuss how to accommodate students with special needs.

D. Technology Survey
Students are required to complete the KATE technology survey sometime during the semester.

E. Educational Philosophy
In conjunction with their Chapter 9 (Philosophy) studies, students create an educational philosophy. This is the designated formative e-portfolio artifact for NTS #2.

F. Formative e-Portfolio
EDU 103 students create their initial formative portfolios as a required course activity. With the increased technological proficiency of instructors and students, the vision of the formative portfolio has changed. Dr. Jacqueline Hansen met with Brenda Nix (KATE Director), Dr. Janice Hooks (Asst. Dean), Dr. Yancey Watkins (ECE Chair), and Dr. Alesa Walker (TES Director) to create a shared vision of the purpose and
procedures of the COE formative portfolio. Dr. Hansen met with Dr. Russ Wall (Dean) to discuss and confirm this vision. We agreed that the paper and CD versions of the formative portfolio will now be replaced with an electronic web version, or e-portfolio. Brenda Nix is working with her staff to create ways to scaffold instructors’ and students’ efforts to create these formative e-portfolios. EDU 103 students’ successful completion of initial formative e-portfolios will be documented and submitted to Dr. Walker for data base entry. Previous data entries correlate with the continuous assessment documents in place at the time the entries were made. Beginning Spring 2003, a “check” in the data base will indicate students have completed the initial formative e-portfolios.

As an additional note, Dr. Renee Campoy and Dr. Hansen are working to create a master matrix of COE programs, associated course offerings, and designated portfolio artifacts. Information from this matrix will be used to identify new formative e-portfolio artifacts and checkpoints.

EDU 103 course instructors agreed to begin the creation of formative e-portfolios early in the semester, possibly in conjunction with Chapter 2. We will still require students to print out advising sheets to ensure their awareness of course requirements for their degree programs.

V. Course Activities
Instructors talked about various EDU 103 course activities, including chapter assignments and quizzes, modern leader reports, group activities, exams, and group presentations. Jacqueline created CDs of her course materials to share with new members of the cohort. Existing cohort members received similar CDs last fall. Jacqueline and Ginny will work with new members to scaffold their instructional efforts this spring.

The meeting was adjourned at 2:00 PM.

Respectfully submitted,

Dr. Jacqueline Hansen
EDU 103 Lead Teacher
Elementary Program Coordinator