Dr. Jacqueline Hansen facilitated a collegial conversation reviewing the elementary program undergraduate continuous assessment plan during the January Faculty Retreat. Attending faculty included: Jacqueline Hansen (elementary program coordinator), Nancy Boling (Hopkinsville site coordinator), Susan Edington (Madisonville site coordinator), Janice Hooks (ECE chair), Lee Kem (director of student advising), Tom Lough (science education professor), Shirley McKinney (Teacher Quality Institute), Alesa Walker (director of TES), Tilford Underwood (Crisp Center), and Brenda Nix (KATE director).

Group members discussed ways of forming an advisory council to participate in the review of the elementary program. Ideas included:

- Afternoon meeting
- Video or audiotape the meetings to capture the “essence”
- Include student representatives, principals, teachers, parents, adjuncts, instructional specialists from each site
- Represent the entire region MSU covers
- Meet online via interactive satellite
- Meet right after school
- Have more than one meeting to address sub-issues throughout the year

Next, meeting participants discussed the elementary continuous assessment plan for the undergraduate level. Dr. Hansen shared the history of the development of the instrument. Participants were reminded that data was not broken down by site because we think of the elementary program as a unified effort, regardless of where the courses are offered. There was some discussion about developing an AA program to meet the needs of students unable to meet the GAP. Dr. Edington said this program is beginning Fall 2003 at KCTCS. Suggested revisions included:

- Change heading to align with new COE form
- COE committee to determine feasibility of blocking students who have been admitted to TES earlier in program
- Use GAP data to develop preventative measures to ensure students’ success at meeting the GAP
- Encourage advisors to develop action plans for students not meeting the GAP
- Request COE form a representative committee to review and updating existing field experience forms and explore possibility of making them available online.
- Change EDU to ENG on page 3.
- Add a line item on two interview forms regarding formative portfolio progress.
- Add information that TES Admissions Committee reviews flags as they occur and develop individualized action plans as needed.
- Add information that PLT cut-off score is 161
Dr. Jacqueline Hansen, elementary program coordinator, will revise the document and submit it to the ECE faculty for their suggestions. Then she will submit the final CA plan to Dr. Campoy for placement on the COE website.

Respectfully submitted,

Dr. Jacqueline Hansen
Elementary Program Coordinator