**Integrated Teacher Education Program (ITEP) Grant**

May 4, 2017

9:00-11:30

SBSB 4111

Agenda

Check in

9:00-9:30 Breakfast

9:30-11:00

1. Welcome and Introductions

2. Items you want to add to the agenda

3. Campus and Department Goals and Action Plans Matrix:

1. What did you plan and remind the group whom you worked with?
2. Status of this action item
3. Outcomes to report?
4. Next steps

4. Additional reports from Palomar, MiraCosta, CSUSM Liberal Studies and CSUSM

 Education as needed.

5. Develop: A “charge” for the Regional Teacher Education Pathways Advisory Board which we are creating as a result of this year’s work and looking to the future of this group’s work.

a. Who will the members be?

i. Who is not here that we should invite to help us create the Teacher

 Pathway?

b. What will be the tasks?

c. Meet twice per semester?

d. What campus events between ITEP partners can serve as cross-pollination

 opportunities for the Teacher Pathways Program?

e. Update on funding: ITEP and HSI funding to be discussed at next meeting.

The Sky is the Limit

Committee/Task Force Template

1. Committees in Context: these elements should be codified/stated when a new committee or task force is established
	1. Purpose: Why do we need this committee? Is there an existing committee, department or an individual who can achieve the goal?
	2. Charge: What is this committee going to do? Who is charging this Committee?
	3. Sponsor\* : Who guides this committee?
	4. Members: Who is on this committee? Why are they there?
	5. Chair: Who is in charge of this committee? Why is this person in charge?
	6. Time frame: When are deliverables due, how frequently does this Committee report on its work, and when does the committee end?
	7. Elements: Agendas, Work Plans, Assessment, Communication
2. Characteristics of Effective Committees:
Characteristics of a Good Chair
	1. Content Knowledge
	2. Experience relevant to work of the committee
	3. Proven leadership and facilitation skills
	4. Proven people skills
	5. Communication skills coupled with willingness to communicate
	6. Willingness to employ all types of technology in scheduling and holding meetings.

Duties of a Good Committee Member:

* 1. Regular meeting attendance
	2. Advance preparation for meeting
	3. Relevant and constructive contributions to meetings
	4. Focused on committee deliverables
	5. Supportive of Chair and other committee members
	6. Listener
	7. Takes responsibility
	8. [Communicates committee progress to constituencies and seeks their input](https://www.libraries.rutgers.edu/rul/staff/admin/policies/role_of_reps_RUL.shtml)

CSUSM Regional Educator Pathways Advisory Committee (REPAC)

May 4, 2017

Draft

The purpose of the CSUSM Regional Educator Pathways Advisory Committee is to ensure a sustained collaboration between educator preparation stakeholders to ensure successful region-wide teacher preparation pathways with multiple entry points, including high school, community college, and CSUSM undergraduate students. The committee will be responsible for communicating and disseminating information regarding teacher recruitment, advisement for the appropriate teacher pathway, updating articulation agreements, and other pertinent issues related to teacher preparation.

The membership will consist of 3 representatives each from MiraCosta and Palomar, 3 representatives each from the School of Education and Liberal Studies (maybe 1 from math and 1 from science?) at CSUSM, campus financial aid, CSUSM First Year Programs, 2 local high school sponsors from an Chapter of Educators Rising and a representative from the [North County Professional Development Federation](http://www.ncpdf.org/). (NCPDF).

The Chair of the REPAC will be the Director of the School of Education because probably no one else will do it.

The REPAC Committee will convene the second Friday in September and the second Friday in February each academic year.