I. **Introductions**
Members of the Steering and Assessment committees for accreditation were welcomed by Dr. Chris Craig. Introductions of the group followed.

II. **Review of Charges**
The purpose of the orientation was to explain where the university is with NCATE accreditation and our next steps in the process. Both committees will work with the Professional Education Unit Head and the Professional Education Committee. The Steering Committee will ensure progress is made in meeting the standards established by NCATE. The committee will also support MSU during implementation of the state professional education re-design. The Assessment Committee will respond to the Unit’s unmet status on Standard 2: Assessment Systems and Unit Evaluations by October 1, 2012. They will move forward with the design of a PEU-wide assessment system and will oversee the development of the electronic data management system. The committees will prepare the Unit for one of two types of NCATE follow-up visits. A focused visit will review only the missed standards. A comprehensive visit involves more reviewers who will look at all the standards. Members received a copy of the Draft Supplemental Rejoinder. Dr. Craig advised members of both committees to be free to think creatively. Members also received an NCATE terminology guide to assist them with their work.

III. **Access to and Review of Information**
The Accreditation Information Management System houses all of the data and reports utilized in the NCATE review. Members received login information so that they may reference items previously submitted. Additional program specific information can be found on the resource room webpage found through the professional education unit website. All issues will need to be addressed prior to the next visit.

IV. **Next Steps for Standard 2**
Standard 2, Assessment Systems and Unit Evaluation will be the focus of the assessment committee. The committee goal is to secure approval of the Professional Education Committee for deployment by fall 2012. Assessment Committee Chair, Cindy Hail will contact committee members via e-mail to arrange work meetings.
V. **Next Steps for Standards 1, 3, 4, and 6**

Dr. David Hough, College of Education Interim Dean, is working with the President's office to provide for a Diversity in Education Scholarship for Transfer Students. This scholarship would be available to incoming transfers to the teacher education program with a minority status. Applicants’ engagement in school and/or community leadership will be considered. This commitment aligns to the expectations of Standard 4: Diversity. In order to make this scholarship opportunity successful individual volunteers would need to participate in recruitment activities. The PEC Executive Committee will develop a draft for the scholarship application procedure for transfer students.

The Steering Committee will also work on Standard 1: Candidate Knowledge, Skills and Professional Dispositions, Standard 3: Field Experiences and Clinical Practice and Standard 6: Unit Governance and Resources. Chair Sue George will be seeking availability from committee members with the intention of setting a meeting in the upcoming weeks.

VI. **Compensation**

Faculty members serving on each committee will receive a stipend of $900 plus fringe benefits for their service.

VII. **Conclusion**

Committee members should watch their e-mails for invitations to join meetings during the summer.