

CSOTTE Board Meeting  
Friday, February 24, 2012  
TAHPERD Building  
Austin, Texas

**CSOTTE Board Members Present:**

Michael Rosato, CSOTTE Chair, TACTE  
Dana Kennamer Pemberton, TACTE  
Denise Staudt, CSOTTE Board Advisor, TxATE  
Amanda Rudolph, TxATE  
Elda Martinez, TxATE  
Jane Thielemann-Downs, CSOTTE Executive Secretary  
Julie Teel-Borders, TDFE  
Brian Miller, CSOTTE Chair Elect, TDFE  
Krystal Goree, TDFE

John Omelan, TACA  
John Miazga, TACO  
Pam Tipton, CSOTTE Treasurer, TACO  
Lisa Hill, Secretary, TCTCT  
Sue Owens, TCTCT  
Grant Simpson, ED-ICUT  
Perry Kay Haley-Brown, ED-ICUT

**Call to Order:**

The CSOTTE Board Meeting was called to order by Chair Michael Rosato at 9:35 a.m. Committee members were welcomed.

**Introductions:**

CSOTTE Board members introduced themselves and their affiliation.

**Minutes from CSOTTE Board Meeting – October 23, 2011:**

Minutes approved by the Board with corrections. Motion made by John Miazga, motion seconded by Perry Kay Haley-Brown.

**Financial Report:**

Jane Thielemann-Downs reported a total of \$40,351.15 in the CSOTTE account. A printer has been purchased since. The CD's for \$28,118.31 and \$5075.77 have been renewed at rather poor rates at this time. Time accounts are committed to one or two years. There is a low penalty for early withdrawal. Suggestion made we may want to look at a money market account for possibly a better return. This may be more fluid rather than long term. Jane will check on this.

For the fall 2011 CSOTTE Conference, most attendees registered after the fall semester began, which is a short time period to collect funds. Some people do not register until they know if they are presenting, so funding is not received until then. This also causes hotel planning to become unpredictable. Some attendees register the day before the conference, and we are obligated to the hotel for charges. A cancellation policy is built into the computer registration, and if people cancelled late they did not receive a refund. It is possible to register without paying since many entities pay by purchase order, check, etc. Twenty-seven percent pay by check. We are moving to a payment system by credit card. Suggestion was made to place an earlier deadline on payment, but Jane stated this is a complicated process. The electronic registration system has helped, but we are still receiving checks now. Some no-shows and cancellations affected us, but we are in the black with conference registration bringing 381 registrants and \$59,397.58.

Jane provided a detailed Financial Accounting Report including conference registration types, payment types, registrations by week, and a Conference Summary Report. We had a net inflow of \$7414.41. We

have a bill from C-Vent for \$5000.00. We will begin generating income in approximately three months. Jane stated we need a couple more good years so we can avoid any cash flow problems. The conference registration fee has been raised by \$20.00. We expect the Austin 2012 conference to be stronger.

The committee reviewed the report, and there was a concern regarding a particular sponsor. Committee members felt it would not be a future concern.

The student teacher luncheon is \$25.00 per meal. A suggestion was to send the number of meals and TDFE and TACA checks to CSOTTE after the conference or at the February meeting.

QuickCopy has been printing the conference brochures. Region IV has a printing department that may also be reasonable to keep in mind. John Omelan volunteered to bring the brochures if we decide to use Region IV.

A motion was made to accept the Financial Report by John Miazga, motion seconded by Michael Rosato.

### **Report 2011 Conference:**

Finances and attendance was covered in Jane Thielemann-Downs Financial Report.

### **Evaluations and Post-Conference Discussion:**

Julie Teel-Borders presented Board members with a copy of the fall 2011 CSOTTE Conference Evaluation Report. An overview is included in the first section and comments begin on page 5. Evaluations included many good ideas for future conferences. Discussion included comments regarding conference session times, hotel comments, future sites, and perhaps offering fewer sessions. Suggestions are listed on the last two pages of the report.

TACO was concerned that TEA did not address the questions that were submitted prior to the conference.

Discussion held regarding amount of time for break-out sessions and the addition of poster sessions for pre-service teachers; we need to remember that fewer sessions mean fewer presenters, which also means fewer registrations; shifting to electronic resources by using a website registrants could go to for information (like NCATE); use of a QR (quick response) code for smart phones; creating a wiki; collecting electronic presentations; would this frustrate some attendees not used to an electronic format. The Board continued individual discussions including that we currently use GoDaddy at a cost of \$100.00 per month, we could check with our webmaster about collecting electronic presentations, we need to look at a platform so prior to the conference, registrants would be able to look at the program, see attached documentation, and be able to download it and take notes, move to a depository of some type. Project Share was suggested. It must be cost effective and accessible from the website. Timing may be an issue, presenters would have to post by a certain date, would we pull presenters from the program if presentations are not posted by the deadline. It is a short turnaround to a major change. We would need to specify the proposal format required. We could add vendor QR's and a link, and can get a free QR generator which is an easy process.

Concern as to whether late changes in the schedule can be easily accessed by registrants if it is electronic. Hotels have strict controls over wi-fi. Each participant would have to pay as it is now. This process is not set up for 2012 and 2013.

We can move to be more professional and up to date. This is a gradual process. Possibilities include providing registrants with a jump drive or CD with everything on it. The cost would have to be built into the registration fee.

Probably cannot go 100% electronic at this time. We could post an electronic version and have an addendum. This could be posted as a link on the website. Proposals could be sent in, coded, and made available in electronic format.

The Board consensus was this is a move in the right direction. Accommodations will need to adapt.

The Board decided to form a task force/sub-committee to investigate these possibilities. Volunteers for the task force are John Miazga, Brian Miller, Elda Martinez, Amanda Rudolph, and Jane Thielemann-Downs.

### **Break – 5 minutes**

Board discussed past complaints about the last session held at the conference. Board discussed ideas regarding changes and session moves to enhance the conference.

### **Conference 2012 – Brian Miller:**

#### **C-Vent Registration and Billing**

We owe C-Vent \$5000.00. C-Vent is working well for our conference. We would like to have them help us with an automated invoice and course evaluations are formatted but not always printer friendly. Board would like to stay with C-Vent.

#### **Sheraton Austin Hotel – October 21 – 23, 2012**

Please put dates on your calendar. The CSOTTE website has been updated with conference information. Each organization's link should be updated (TDFE may need further updates). We have the same webmaster.

#### **Theme**

The theme for the 2012 conference is "Texas Teacher Education: Discerning Future Directions". Brian will work on front cover picture. Jane's niece did the cover last year for a reasonable cost of \$150.00.

#### **Speakers**

To be announced. Suggestions include Yong Zhao from the University of Oregon who is a policy analyst but is comical and sends an uplifting message of conformity and achievement. David McCarthy is another suggested speaker. John Omelan will further investigate this possibility. Suggestion was made to include policy makers and guests and charge \$25.00 per person. Ian Jukes was also suggested as a speaker, Board thought it may be too soon to bring him back and the expense.

Budget is approximately \$5000.00 – 6000.00 for combined speakers.

Brian will e-mail everyone for further suggestions.

#### **Schedule**

Suggestion made to move the TACO/TACA joint session to Tuesday as the last session because participants will stay to hear TEA talk during the last session. TACA has moved to holding a virtual winter meeting, and holds their organizational meeting at the CSOTTE conference. This needs to be considered as changes are discussed. Board would like to have the TACO/TACA joint meeting moved to Tuesday as the last session. TACO/TACA organizations will report back to the CSOTTE Board regarding this suggestion.

We would like to continue asking TACO/TACA to submit questions in advance to TEA. Grant Simpson volunteered to be a facilitator with TEA. Board agreed this is not to be an open mic session. Questions could be electronically filtered and send to TEA if there is additional time for questions.

TACA plans to have 3 Interns of the Year this year, and TDFE plans to have 3 Student Teachers of the Year for the 2012 conference.

Poster sessions could be included and titled “Emerging Teacher Scholars” or something similar. We could have a track particularly for students/pre-service teachers, and have these on Monday. Suggestion made to include graduate students on Tuesday. This can be posted on our website. Krystal Goree and Dana Kennamer Pemberton volunteered to look into this further.

TACTE awards could be moved to Monday with other awards.

Can communicate any changes made through C-Vent e-mail.

To summarize schedule changes discussed by the Board:

Monday, October 22

- 8:30 – 10:00 a.m. General Session
- 10:15 – 10:45 a.m. Poster Sessions
- 11:15 – 12:00 noon Break-out Sessions
- 12:15 – 1:45 p.m. General Session

Tuesday, October 23

- 8:00 – 9:00 a.m. Break-out Session IV
- 9:15 – 10:15 a.m. Break-out Session V
- 10:30 – 12:30 a.m. Brunch and TACO/TACA Joint Meeting

Sponsors

ETS has talked about being a major sponsor for the 2012 conference. Last year Task Stream contributed \$2000.00. 240 Tutoring, and TK20 were sponsors last year. Certifyteacher.com gave us bags. We contact Pearson every year and they decline. Teachscape, Live Tex, Mimeo, SmartBoard, and Prometheon are new possibilities.

The following Board members will contact sponsors:

Michael Rosato – 240 Tutoring and Prometheon

Brian Miller – ETS and Mimeo and SmartBoard

Pam Tipton – Teachscape

Grant Simpson – TK20

Amanda Rudolph – Live Tex

Dana Kennamer Pemberton – BlackBoard

Jane Thielemann-Downs – Certifyteacher

Jane will send all sponsors a formal letter.

Suggestion was made to invite for profit ACP's to sponsor, such as ACT Houston and ITeachTexas. John Omelan will contact these entities if the Board decides to invite them. Discussion included that a sponsor is not an endorsement, and a sponsor could be asked to provide a meal, speaker, or refreshments.

Lunch – Re-convened at 12:55 p.m.

#### Entertainment

Anderson High School in Austin ISD was suggested for local talent including their men's barbershop choir, women's vocal jazz group, ballroom dancing group, or breakdancing club. We could provide a meal and they could entertain for 30 minutes. Board would like to invite the barbershop choir first, or the jazz group as a second choice. Austin ISD also has a performing arts school. Julie Teel-Borders volunteered to investigate this.

#### Reception

Happy hour can be a cash bar and light snacks. We need to cut approximately \$3000.00 from the cost. We could have less food for the Board reception. Possibility is to find a sponsor, such as a university who could then invite their attendees. No extra food will be ordered for any other time. Brunch will be coffee only. Last year \$1000.00 was spent on ordering additional sweet rolls.

#### Call for Proposals

The call for proposals is on the website and last year's program.

#### Awards

Will discuss at the next Board meeting.

#### TEA/SBEC Update

April 24 – National Conference on Assessment

April 25 – PEEQ

TEA Advisory Committee has not been meeting because of PEEQ meetings.

John Miazga reported that the statistical advisory group is down to the final wire. The national committee will be providing feedback March 1. They don't know what the process will look like yet. Not yet sure how data will be used, and the effect on the ratings has not been determined. May not know until June when it goes to the Board. Using 95% confidence intervals – veteran and first year teachers. It is a very lengthy and complicated process. Group is trying to do the best job possible understanding published results could have a significant impact. Overall data is not singling out universities, but student database could be tracked back to the university. There is a concern about data they don't have access to, such as special ed, all those variables will not be there. Ann Smisko said the data is not being denied, but the data is not clean data yet. None of this will be used for accountability this year. The June report will be recommendations. The contract ends May 31 and all will be turned over. We don't know what the agency will do with the data – recommendations may be to do more piloting – no discussion of continuing contract.

#### Upcoming Conferences

October 20-22, 2013 Omni San Antonio Hotel at the Colonnade

2014 Austin - still shopping for hotels

#### CSOTTE Retreat

May 15 -16, 2012 Port Royal Beach Resort, Port Aransas, Texas

See Agenda for registration information. Jane will upload this in C-Vent.

Website Updates

Jane has forwarded TDFE website updates to the webmaster. Send corrections/information to Jane.

Nominating Committee

Krystal Goree

Denise Staudt

Next Meeting

**Monday, April 23, 1:00 – 6:30 p.m. (dinner provided) at St. Edwards University**

Meeting adjourned at 1:32 p.m.