

Keystone Council
Summary Minutes for 3-30-05 Meeting:

Attendance: Peggy Scott, Lester Hampton, Karen Potter, Jim Allen, Dixie Lewis, Janice Ives, Jerry Christensen, Brian Conant

INFORMATIONAL ITEMS

1. Student Teacher Policy Ad Hoc committee report

Diane reported that this committee had yet to meet but would soon.

Peggy said that she was interested in determining was how this would fit into the sequence of teacher education already in place and she was also interested determining what would be appropriate criteria for the students involved.

Dixie asked when this would be taking place.

2. Keystone end of the year matters: elections, Subcommittee reports, retreat, luncheon

Diane Walker reported that she was preparing the materials in order to run Keystone elections. Terms expiring this year are: Brian, Jim, Dixie and Barb. Terms expiring in 06 are Peggy Janice and Bonnie. Terms expiring in 07 are Karen and Diane.

Dixie reported that the Keystone members whose terms expire are: Barb Bills, Brian Conant, Jim Allen and Dixie Lewis.

Peggy reported that she would pursue a lunch for the end of the year Keystone luncheon (held traditionally after graduation practice) and develop plans for the summer retreat. Reports from each subcommittee would be due in May.

3. Parent School Relations Subcommittee Report

Janice Ives reported that the Parent School Relations Subcommittee administering a survey about the recent parent teacher conferences. Surveys were simple and basically would be used to determine if the conferences were really very helpful and if there were any helpful suggestions floating around. Once the survey was collected the committee would meet to discuss the results and decide on any courses of action.

The committee has not been reporting because there have been no committee related issues since the fall.

Lester wanted to know about attendance numbers for parents. Jerry said it was about the same. Lester also said he thought the timing of these conferences was not well thought out. It's a bad time of year and the parents do not have grades yet.

Jerry agreed but added that the grade were available at the main office during the conferences. This is why the teachers were hounded for grades. Jerry also said that there have been conversations about dropping these particular conferences, but nobody really had the nerve.

Janice said that before we could do something like that there would need to be data.

Jerry said that one thing worth considering is that the new student open house seems to be a pretty positive experience for everybody involved. There could be something like a student showcase during this same time and it could be very positive.

ACTION ITEMS

1. School Improvement Curriculum Review

Brian presented the templates they developed for the upcoming curriculum inventory. There were some suggestions for the documents.

2. Non-Master Schedule Policy Review

There was some discussion about the Non-Master schedule policy, but the issues was tabled because the ad-hoc committee had scheduled a meeting with Dr. Dean to discuss the policy.

Peggy explained that there was some confusion from this ad hoc committee as to how they were supposed to proceed. She believed that the Keystone Council had asked the committee during the last meeting to fine-tune the language of this policy proposal before meeting with Dr. Dean. Instead, the committee scheduled a meeting with Dr. Dean (the meeting was scheduled for later the same night as this meeting).

Karen said that they ad hoc committee thought that the draft they had was preliminary but had Keystone's approval.

Jim said that the ad hoc committee thought that it would be more efficient if Dr Dean was involved in developing the committee since he would be the one approving it anyway.

Dixie asked if the policy would be taking effect soon and shared concern that it would effect schedules students had already developed. She asked if the policy would be grandfathered in.

Peggy said that one of the problems with the way the ad hoc committee was going about developing the policy is that Dr. Dean needs to have input on the policy Keystone presents, not necessarily in developing that policy. She wanted Keystone to decide if the ad hoc committee should meet with Dr. Dean even as the policy was incomplete.

Dixie said it does not hurt to talk to Dr. Dean.

Jerry said that it's important to consult with Dr. Dean – like the congress consults with the president before passing the bill – but it is also important sometimes to go on record and propose something he may not want so that his disapproval is public.

Jerry added that Dr. Dean is a very statistical person and would want information that supports any policy being presented. He would want to know which students are taking these IVHS classes and why they are taking them.

Peggy agreed and said it was important to be prepared to make a proposal to dr. Dean. She did not think we have all of our duck in a row just yet.

Karen said she had statistics showing how many students were enrolled in IVHS and other classes.

Jim added that the committee did not know why students are taking the classes. The committee had done no polling – the thought had never even occurred to him.

Peggy said that she thought the ad hoc committee should go ahead and meet with Dr. Dean, but this is a precedent that she thinks the committee should avoid in the future. The function of Keystone is to shape policy and present it to the Lab School Director. Jerry serves as Dr. Deans spokesman during this process. She said she was very concerned about the director dabbling with policy.

Jerry said that it is also important to understand that nobody will ever rubber stamp policy that Keystone comes up with.

Jerry also said that the legalities that may be involved with Non-Master Schedule courses concerned him greatly. This course work might not qualify as “seat time” for students – and the state does demand that thee is a certain amount of time students should have with their butts in chairs.

The matter was tabled after the Keystone Council voted to allow the ad hoc committee to proceed with their meeting with Dr. Dean.

3. Scheduling Policy

Peggy presented a proposal to condense the scheduling policy in order to make the master schedule at UHS available to the ISU schedulers, who need it sooner. After debate and questions it was the policy amendment was unanimously accepted.

The problem is that because the 216 students now need to register for an official lab time based on our master schedule, the university needs the master schedule sooner to meet its own scheduling deadlines. Peggy wanted to know if it seemed possible to make up the

master schedule by the end of February, thus condensing the work of January and February into January..

Peggy had informed the Clinical Experiences Subcommittee and the Department Chairs of this conflict and there seemed to be some frustration, especially from Tom Holbrook, who responded by asking if the UHS scheduling process should have to accommodate ISU.

Diane and Jerry both said it seems reasonable.

Janice asked how this would effect the timeframe in which teachers should advise students. Peggy said that teachers would be now advising students in January instead of February.

Karen said that she did not see it as a problem, though it was a very cramped timeframe for sequential studies like Foreign Languages and math as it usually takes some time during the beginning of the second semester to determine placements.

Diane said that there used to be a process by which students would develop four year plans.

Peggy said this makes sense and could be done during their sophomore year – they could develop a two year plan.

Brian asked if this should be added to the policy.

Peggy asked if there was still a career planning sequence during the sophomore year. If there was it should be added to that.

The Keystone Council unanimously voted to accept the amendment to the scheduling policy.

4. Shared Governance Essential School Structures Document

Janice Ives reported that the Shared Governance Committee was continuing its work with the Essential School Structures document by editing and interviewing members of administration and subcommittees. There was some concern that the Essential Schools document needed more elaboration and completion as not all personnel issue seemed to be addressed.

Janice said that one thing the committee is beginning to understand as part of this work is that some of the structures that have been identified do not really exist, nor will they. There is some sense that some of the functions of some of these committees are totally administrative concerns. The Personnel Committee may be such a committee. At the same time Candice Swift does seem interested in developing a Student Conduct Subcommittee.

Peggy said that there may be a need for these committees, nonetheless. For example, the induction program, which did not happen this year, is the kind of thing the Keystone Personnel Subcommittee should do. Core expectations is another issue that may fall under these auspicious. There may not be day to day decisions to make, but there are issues the Keystone Council may be helpful in.

Jerry said that when the Shared Governance Committee interviewed him they did not want to talk about a role like Peggy just described. The seemed to be a greater emphasis on how understanding how decisions get made by administrators.

Janice asked if there should be a core expectations or induction subcommittee. Diane said they are not temporary issues. Janice asked if the School Improvement Subcommittee should take on the issues.

Peggy said that there was a bigger issue here – there seems to be a real need for the structure to exist as the Shared Governance Subcommittee has shown it. There will always be issues in the vein of each of the identified standing subcommittees. There grievance issues, for example, that seem to be the territory of the Personnel Committee; there is nobody for faculty to talk to if they have a problem with an administrator. Jim said he talks to the administrator. Peggy asked he who he would appeal to.

Due to time the issue was tabled.