FACULTY MEETING AGENDA
September 7, 2012
9:00 – 11:00 a.m., LWSN 1142

1. Welcome – M. Santos de Barona

2. Approval of the Minutes of the April 27, 2012 Faculty Meeting – M. Santos de Barona

3. Introduction of New Faculty and Staff

4. Dean’s Office Report to the Faculty

5. Reports of Standing Committees
   A. *Curriculum Committee, J. Strobel, Chair
      ▪ EDPS 68800, Single Subject Research Design (previously EDPS 58800)
      ▪ Gifted, Creative, and Talented Education Graduate Certificate Proposal

6. New Business
   A. United Way Campaign
   B. *Approval of Candidates for December 2012 Graduation – S. Moon
   C. Reports of Offices and COE Related Entities – see items in packet

7. Adjournment

* Action Items
MEETING OF THE FACULTY OF THE COLLEGE OF EDUCATION
MINUTES
April 27, 2012
9:00 – 10:30 a.m., LWSN 1142
Dean Maryann Santos de Barona, Presiding

Present:  Laura Bofferding, Emily Bouck, Susan Britsch, Brenda Capobianco, Ayse Çiftçi, Teresa Taber Doughty, Jim Freeland, Marcia Gentry, Jim Greenan, Marilyn Hirth, Carol Hopkins, Tara Star Johnson, Minchi Kim, Anne Knupfer, James Lehman, Chantal Levesque-Bristol, Youli Mantzicopoulos, William McInerney, Nathan Mentzer, Sidney Moon, Carrie Wachter Morris, Kathy Obenchain, JoAnn Phillion, Anatoli Rapoport, Ala Samarapungavan, Heather Servaty-Seib, Dan Shepardson, Chris Slaten, Allen Talbert, Phil VanFossen, Bill Watson, Aman Yadav, Mike Yough, Yan Ping Xin

Guests:  Deb Aldridge, Scott Bogan, Asta Balkute, Jane Ann Dimitt, Naomi Dunn, Mike Eldridge, Robert Evans, Lynnette Flagge, Richard Frisbie, Jim Gilligan, Karen Hail, Christine Hofmeyer, Sheila Klinker, Georgia Leavitt, Janet Neal, Alex Noguera, T. J. Oakes, Carla Reeves, Erin Schultz, Wesley Shoop, Kate Spanke, Ed Wiercioch

Prearranged Absences:  Janet Alsup, Deborah Bennett, Lynn Bryan, Luciana de Oliveira, Nadine Dolby, Daphne Driskill, David Eichinger, Peg Ertmer, Levon Esters, Wanda Fox, Bill Hanson, John Hill, Chrystal Johnson, Signe Kastberg, Rachael Kenney, Christian Knoeller, Judy Lysaker, Yukiko Maeda, Erik Malewski, Eric Mann, Rebecca Mann, Mary Nakhleh, Tim Newby, Jill Newton, Helen Patrick, Jerry Peters, Jean Peterson, Carole Pistole, Jennifer Richardson, Anita Roychoudhury, Robert Sabol, David Sears, Scott Schaffer, Maribeth Schmitt, Melanie Shoffner, John Staver, Pat Staver, Johannes Strobel, Sarah Templin, Oliver Wendt, Sydney Zentall

1. Welcome
   Dean Santos de Barona welcomed everyone to the meeting.

2. Approval of Minutes
   Dean Santos de Barona asked for a motion to approve the minutes of the College of Education Faculty Meeting held on January 20, 2012. Teresa Taber Doughty made a motion to approve; the motion was seconded by Marilyn Hirth; there was no discussion; the motion carried and the minutes were approved as written.

3. Introduction of New Faculty and /Staff
   Department of Educational Studies – Ala Samarapungavan
       Chantal Levesque-Bristol, Director, Center for Instructional Excellence, Professor
4. **Dean’s Office Report to the Faculty**  
Maryann Santos de Barona, Dean

- **NCATE**
  - Our education community came together in a very strong way in preparation for our recent NCATE visit. Preliminary results from the BOE Team indicates the removal of the six AFIs from the last visit and the preliminary determination by the BOE Team is that all standards were met from this visit.
  - We will not have formal approval until fall 2012. Feedback was very positive and we are hopeful that approval will be forthcoming.
  - Thanks to each of you for making this effort a successful one. It was truly was a College and community effort.

- **U.S. News and World Report (USNWR)**
  - In March we received word that we continued to move in an upward trajectory in the USNWR pole to #37; this is an improvement of 31 places over the past three years.
  - Great job! Your efforts have made the difference.

- **American Teacher**
  - We held a screening of the film American Teacher and we filled Fowler Hall with faculty, staff, and community members. We hope we can continue to host events such as this in the future, and we welcome your ideas.

- **Michael Apple**
  - Dr. Michael Apple, Professor of Curriculum and Instruction and Educational Policy Studies, University of Wisconsin-Madison, gave the keynote address at the Annual Graduate Student Educational Research Symposium on March 30, 2012. This was one of the best keynote addresses we have had at this event!

- **Faculty and Center Led Projects**
  - Faculty and Center led projects, such as Project Citizen and the SLED Project, are making a difference in our community.

- **Our Legacy**
  - We are establishing a strong legacy with our alumni and our current students.
Five of our students were celebrated as outstanding future teachers; Four of the Golden Apple recipients are Purdue graduates; and, Joe Ruhl, science teacher at Jefferson High School, has been named the Shell National Science Teacher of the Year.

**Promotion and Tenure**

April’s promotion and tenure efforts were all successful:

- Nadine Dolby promoted to full professor
- Ayse Çiftçi, Carrie Wachter Morris, Anatoli Rapoport, and Aman Yadav each promoted to associate professor
- Sarah Templin promoted to clinical assistant professor

**Assessing Where We Are and What Will Impact Our Work**

- It is hard to anticipate the impact of these forces as they are not yet fully developed, but we know there are mandated changes coming.
- The internal items are internal to Purdue; the external include state, national, and professional level items.
- Some of these areas impact curriculum - how our candidates are prepared in the workplace. Others are accountability oriented, identifying qualitative or quantitative data, reporting requirements.
- We must determine an effective and efficient process to collect and use the data.
- Portability: encompasses several of these topics. The focus is on helping students to move more easily between institutions and between majors.
- The 120 credit cap bill and the credit transfer bill affect this. Next year there will be a lot of campus activity on identifying foundational courses; between 25-30 credit hours that will need to be portable across campus. The credit creep bill restricts most degrees to 120 credit hours. We can request an exception; accreditation and licensure involved. We will be applying for the waivers; however, the Dean’s colleagues across the state believe even with the waiver there may still be restrictions.
- State Bill 142 requires a state-wide transfer general education core for May 15 2013. This will require a state accredited institution to accept as much as 30 hours of credit from another state institution.
- Higher education accountability: The Department of Education is planning on having an accountability system for TE programs by academic year 14-15; still being developed; likely
an A-F system. Our Teacher Education programs will be evaluated on how well the students in their classrooms do on state tests.

- REPA II is on the horizon – additional rules changes. We are still in the process of implementing REPA I, but REPA II is in the public hearing on May 23rd; limited to five minutes in comments. The only items that will be revisable on REPA II are those that are heard in public hearing or through online submissions. Try to frame your concerns with solid suggestions as to a reasonable alternative. We have been told that quality and quantity of suggestions are important, this is from the DOE. In its current form it will have strong impact on P-12 schools and Teacher Education preparation programs. Some current concerns: licensure by examination across school levels; lower leadership degree requirement; special education preparation changes, looking at P-12 rather than specific school levels; all of Teacher Education preparation.

- We need to develop a coherent plan for us to start addressing these issues so that when we have to react we can do so nimbly. We have selected a couple of areas to begin working on - models for clinical practice and thinking about how to assess student learning. Clinical preparation discussions are taking place. We formed a task force with the three local school districts for a more acceptable model. This pilot effort will be co-chaired by Phil VanFossen and Janet Tipton from WLSC.

- We need to begin thinking about Teacher Education accountability. It is important for us to be proactive and provide direction to the DOE system to help shape the state conversation. The TEC has given approval for us to begin looking at this in the fall.

- The upcoming Leadership Team retreats will have a significant amount of time focused on some of these issues. Some of you will be invited to attend. We will continue to monitor these items over the summer.

- The College will come together in August for a retreat to begin some critical work. Set aside August 17th and we will send more information out as we get closer. We will need your best thinking - your willingness to think outside the box. We need to look at this as an opportunity to do some real work but have fun and think about what matters, new partners, and to study what we do. Think over the summer about critical essentials of who we are and what we do.

Sidney Moon, Associate Dean for Learning and Engagement
ADLE Report  

**teacher education**  
Strategic Plan Goals 2.3.4.5

- Align Purdue teacher education programs with new REPA and new InTASC standards
  - Foundations mapping
  - Program mapping
  - Next steps
    - Program analysis
    - Unit analysis
    - Documenting changes

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ADLE Report  

**undergraduate**  
Strategic Plan Goals 2.3.4.5

- Approved two new education majors
  - Learning sciences major in EDST
    - New courses being developed—Fall approval timeline

- Recruitment of talented and diverse students
  - 114+ deposits for 2012-13

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ADLE Report  

**partnerships**  
Strategic Plan Goals 1.2.3.4

- Clinical partnership initiatives with local and rural districts
  1. Co-teaching
  2. SGR 4th cohort, coaching, newsletters

- Synergy Grants
  - 3 funded (2011-12)
  - 6 submissions (2012-13)

- Partnership with Oakland High School in LSC
  - Variety of projects underway

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ADLE Report  

**inclusiveness**  
Strategic Plan Goals 1.2.3.4

- Recruit, support, and retain a diverse student population
  - COE all-time high (56)
  - 3 EXCITE students enrolled in COE
  - SEED
    - 95% 1-year retention
    - 89% 3-year graduation
  - 2012-14 Holmes Scholar, Ileana Cortes Santiago

- International opportunities for students
  - International student teaching certificate
  - Study abroad
    - NCATE BOE strength
    - Summer P-12 programs

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Jim Lehman, Associate Dean for Discovery and Faculty Development
5. Reports of Standing Committees

Curriculum Committee, Jim Greenan, Chair

Presentation of Documents:

- Curriculum Rationale Guidelines
  - The Form 40 does not have a space for changes, additions, or rationale for the change. The committee needed to be better informed to understand the nature of the change. We have now generated guidelines for a rational memo which would be attached to Form 40s. Use these guidelines as you prepare forms in the future. For new courses or programs this is not necessary.

- Course-Program Flow Chart
- Form 40-Program Routing Form
- Roles Regarding Courses, Program, and Certificate Approvals
  - This form gives details as to the roles of those with signature responsibilities on these forms.

These are available on the Curriculum Committee SharePoint site, as well as another memo, 209, from the College Curriculum Committee when Carole Pistole was chair which outlines what type of approval is needed.
Nominations and Elections Committee, William McInerney, Committee Member

The slate of new committee members for 2012-2013 were presented:

**Awards Committee**
- Anatoli Rapoport, EDCI

**Grade Appeals Committee**
- Anita Roychoudhury, EDCI

**Curriculum Committee**
- John Hill, EDST
- Anne Knupfer, EDST

**Grade Appeals Committee**
- Sarah Templin, EDST

**International Education Committee**
- Kathryn Obenchain, EDCI

**Faculty Affairs Committee**
- Signe Kastberg, EDCI
- Eric Mann, EDST

**Nominations and Elections Committee**
- Yukiko Maeda, EDST

William McInerney asked for a motion to approve the slate. Youli Mantzicopoulos made a motion to approve the slate; the motion was seconded by Teresa Taber Doughty; there was no discussion; the vote was taken and the slate was approved.

6. **New Business**

Sidney Moon brought forth the list of candidates for approval for May 2012 and August 2012 graduation. May 2012 graduates included 111 students; 83 in Elementary Education, 22 in Social Studies Education, and 6 in Special Education. Sidney Moon asked for a motion to approve the list of candidates for May 2012 graduation. Youli Mantzicopoulos made a motion to approve the May 2012 list and Yan Ping Xin seconded the motion; there was no discussion; the vote was taken and the lists was passed.

August 2012 candidates included 5 in Elementary Education, and 3 in Social Studies Education. Sidney Moon asked for a motion to approve the list of candidates for August 2012 graduation. Marilyn Hirth made a motion to approve the August 2012 list and Aman Yadav seconded the motion; there was no discussion; the vote was taken and passed.

7. **Adjournment**

Dean Santos de Barona asked for a motion to adjourn the meeting. Teresa Taber Doughty made a motion to adjourn the meeting; Allen Talbert seconded the motion; there was not discussion; the vote was taken and the motion passed.
Teacher Education and Staff
TJ Oakes, Christine Hofmeyer, Scott Bogan, Tana Mansfield, and Kim Sagendorf plus graduate and undergraduate assistants.

OPPL Services
OPPL assists prospective students, current students, alumni, faculty, staff, and P-12 educators with teacher preparation, licensure, and continuing education needs.

OPPL provides information about Purdue teacher education programs, processes admission applications for all teacher education programs, and monitors students’ progress through the program. Admission to the Purdue University Teacher Education Program is a separate and distinct step beyond admission to the University. This office provides explanation and interpretation of teacher licensing requirements, processes, and recommends licensure for candidates who complete teacher education programs at Purdue. OPPL maintains licensing records and provides accreditation support.

Teacher Education Governance and Meetings
Teacher Education Council (TEC). The next TEC meeting is scheduled for December 5, 2012, 1:30 p.m. in BRNG 1284. The TEC is the governing body for Teacher Education at Purdue. http://www.teach.purdue.edu/governance/index.html

Program Convener Council (PCC). The next PCC meeting is scheduled for September 11, 2012, 3:00 p.m. in BRNG 1284. The PCC provides teacher education faculty support as well as the opportunity to network and share information about each program. http://www.teach.purdue.edu/pcc/index.html

TEC Special Cases Committee. The next meeting is scheduled for January 3, 2013. The Special Cases Committee convenes to hear cases pertaining to candidates not meeting standards and requirements of the Teacher Education Program. http://www.teach.purdue.edu/tec/Guidelines_Policies.html
Accreditation, Issues, and Notes

Teacher Education Standards, Program Review and Accreditation. Last spring, the National Council for Accreditation of Teacher Education (NCATE) and the Indiana Department of Education visited our campus for an onsite accreditation visit. The Board of Examiners found all NCATE standards met with no Areas for Improvement cited! This October, the Unit Accreditation Board will meet to decide Purdue’s accreditation status and whether to uphold the BOE findings.

Specialized Professional Associations (SPAs) are national organizations and constituent members of NCATE. SPAs have program standards for use in program review. Your teacher education programs should align with these standards as well as state and institutional standards.

Purdue received national recognition and state approval for some programs; other programs are in the process of completing response to conditions reports. These responses are due to NCATE by September 15, 2012. For further details, contact Richard Frisbie at rfrisbie@purdue.edu or TJ Oakes at oakest@purdue.edu.

On October 22, 2010, the boards of NCATE and the Teacher Education Accreditation Council (TEAC) unanimously agreed to create a new accrediting organization, called the Council for the Accreditation of Educator Preparation (CAEP). One of the initial goals for CAEP was to enable the education profession to speak with a single voice about the preparation of teachers, administrators and other P-12 professional educators. Other goals for CAEP are to raise the performance of candidates as practitioners in the nation’s P-12 schools and to raise the stature of the profession by raising standards for the evidence the field relies on to support its claims of quality.

To accomplish these goals, accreditation will have to be based on a set of common standards to ensure that accreditation decisions will reach the same result based on similar evidence. In an effort to develop standards that would be "fewer, clearer, and higher," the following three standards have been proposed:

1. Candidates demonstrate knowledge, skills and professional dispositions for effective work in schools
2. Data driven decisions about candidates and programs
3. Resources and practices support candidate learning.

A Commission on Standards and Performance Reporting was formed to develop rigorous accreditation standards for teacher preparation. For additional details or questions, go to http://www.caepsite.org/ or contact TJ Oakes at oakest@purdue.edu.

State Licensure Rules and Standards.

A licensure framework called Rules for Educator Preparation and Accountability (REPA) was signed by Indiana’s Governor on March 30, 2010. These rules apply to new beginners (Fall 2010) and others, who currently are enrolled in Indiana teacher education programs and will not complete their teacher education program by the state’s deadline date of August 31, 2013.
Individuals completing teacher education programs by May 2013 or August 2013 will be recommended for licensure under previous State Rules, called Rules 2002. All licensure requirements, including CPR/Heimlich Maneuver/AED certification, must be completed and the teacher license application submitted by August 1, 2013 to ensure that the license application process is completed by the state’s August 31, 2013 due date. After August 31, 2013, individuals will be held to additional requirements, such as testing, that are mandatory under REPA. Programs need to align to these Rules as well as State Standards.

Be sure to stay informed of testing changes this year. Go to http://www.teach.purdue.edu/licensure/testing.html

**Performance Assessment and TaskStream.** All Gate C (at least one methods course) and Gate D (student teaching) teaching performances assessments for initial teacher education programs must use the corresponding Teaching Performances Rubrics (or approved adaptations). These assessments must be recorded in TaskStream. Contact Richard Frisbie (rfrisbie@purdue.edu) for rubric questions and EdIT staff (Edit@purdue.edu) for TaskStream questions. TaskStream information also is located at http://social.education.purdue.edu/edit/taskstream/.

**OPPL Annual Report.** This report contains teacher education data as well as employer and candidate survey results. OPPL reports may be found at http://www.teach.purdue.edu/resources/year_end_review.html Praxis testing data also is in this report as well as in the Title II report which is distributed each spring. Title II reports are available at http://www.education.purdue.edu/oppl/2002/title2/.

Program specific survey results are disseminated to program faculty and staff each fall. Responses to additional questions that were provided by some programs also are distributed. Programs that asked additional questions are Agriculture, Elementary, and English Education. If you wish to include, revise, or delete program specific questions for the next round of surveys, contact TJ Oakes at oakes@purdue.edu.

**Teacher Education Program Orientations** are conducted during Block I at the beginning of each semester. Faculty and staff are invited to attend or visit http://www.teach.purdue.edu/current_st/instructional_teaching.html. For additional details, feel free to contact OPPL staff at licensure@purdue.edu or (765) 494-2345.

**Emergency Permits.** Please direct students to OPPL if they ask you about Emergency Permits or ask you to complete the form. OPPL Licensing Advisors are designated by the Indiana Department of Education to verify and sign this form and other license applications. However, the applicant must meet certain requirements.

**Instructional/School Services/Administrative Licenses.** Be sure to refer post-baccalaureate students who are seeking these licenses or additions to a license to OPPL for a transcript evaluation prior to or at the beginning of their programs.
If you have any questions or wish further information about the Teacher Education Program, Gates, Testing, Transition to Teaching, Standards, Licensing, Accreditation, or other teacher education issues, feel free to contact us.

Have a great year!

Office of Professional Preparation & Licensure

www.teach.purdue.edu/
licensure@purdue.edu
765-494-2345

OFFICE OF GRADUATE STUDIES – KATHY DIETZ

New Secretary
Holly Fiocck was hired last May as the new secretary for the Office of Graduate Studies. If you have not already met her, please come by and introduce yourself. Welcome, Holly!

New Graduate Student Orientation
The New Graduate Student Orientation was held on August 13, 2012, for new admits to the College of Education. Special thanks to Dean Santos de Barona, Dr. Lehman, Dr. Moon, Dr. VanFossen, Dr. Samarapungavan, Dr. Taber Doughty, Holly Fiocck, and current graduate students who participated.

Spring 2012 Graduates
The College of Education awarded 33 degrees in May 2012. In Curriculum and Instruction there were 8 master’s and 3 doctoral; in Educational Studies, 16 master’s, 3 doctoral, and 3 educational specialists.

Summer 2012 Graduates
The College of Education awarded degrees to 33 candidates in August of 2012, which included 14 master’s and 6 doctoral students in Curriculum and Instruction and 5 master’s and 8 doctoral students in Educational Studies.

December Graduation
The deadline for students to declare candidacy for December graduation is September 19. Please check the list we will send to faculty in the near future and inform us of any students who should or should not be on the list. An e-mail is also sent by our office through the graduate student listserv asking students to check with our office or their chairs to be sure their names are listed.

Dean’s Graduate Student Travel Support
Partial support is available for current graduate students who have authored or co-authored an accepted paper that will be presented at a national or international conference. Up to $200 per student, per fiscal year (July 1 – May 31) may be awarded to reimburse students
for airfare and/or lodging expenses incurred. This is a $50 increase over past years, thanks to a generous donor. Notices will be sent to students via the graduate student listserv.

**Dean’s Graduate Student Support Program**
This support program is designed to assist doctoral students, who are enrolled in graduate programs in the College of Education, in defraying the expenses of student-initiated research projects, including dissertation research. Awards will be in the form of an S&E account of up to $200. Students will receive information via the graduate student listserv.

**Remodeling**
Remodeling for Academic Services is continuing. Hopefully, new furniture for the receptionist area will arrive in September, and we can return to our original entrance of 3229.

**Assistance**
Please come in (Room 3241 during remodeling) or contact us (education-gradoffice@purdue.edu; -42345) for assistance. Also, faculty and students can view our website at www.education.purdue.edu/gradoffice for forms and information under “Current Students” and “Faculty & Staff.” We welcome the new faculty in the College of Education! Please let us know when you have questions.

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**OFFICE OF INFORMATION TECHNOLOGY – ROBERT EVANS**

**EdIT Faculty Report – September 2012**

This and previous reports can be found at:
http://www.education.purdue.edu/edit/facultyreports

**Office of Information Technology**

- **ABOUT EdIT:** The Education Office of Information Technology (EdIT) can be found on the web at: [http://www.education.purdue.edu/edit](http://www.education.purdue.edu/edit). To submit a request for technology support, please send email to EdIT@purdue.edu.

- **@PURDUE:** General information about Purdue IT resources can be found here: [http://social.education.purdue.edu/edit/it/10things](http://social.education.purdue.edu/edit/it/10things)

- **NEW!** (1) PAL3.0 Wireless Network in BRNG has been installed...if you need help getting configured, contact EdIT. 😊 (2) Another portable **Interactive White Board** has been installed, in addition to boards in: BRNG 3288, BRNG 3295, and one semi-portable SmartBoard in BRNG 3276. Contact EdIT for scheduling, training & assistance. (3) **iPads** are available in the TRC for FACULTY members to check out (10 for each department); please see your department head FIRST for authorization to check one out. (4) The EdIT team can help you **configure your iPhone, iPad tablet, Android tablet, Netbook, etc.** for PAL WiFi and email. (5) ITaP is rolling out 100 GB of personal storage space called BoilerBackpack starting Fall 2012 semester. (6) EdIT has developed a new TEP online application system for OPPL. (7) Personal software can be purchased online. See the ITaP web site for details.

- **SECURITY:** Please be careful when opening attachments or clicking links in email. Never
give your password to anyone for any reason via email!

- **WEB RELATED:** (1) Our COE Webmaster is Ron Benziger. (2) All College of Education top-tier web sites have been migrated to the new Purdue “web theme”. (3) Please update your departmental faculty profile. (4) If you need a web presence that is powerful and easy to update, [please request a SharePoint site](http://social.education.purdue.edu/edit/it/sharesite).

- **TRAINING:** EdIT provides “TechTalks” about once a month. These are informal presentations with plenty of time for Q&A. If you have an idea for a TechTalk you’d like us to give, please send us a note with your idea. 
  
  For general consulting, please feel free to stop by for our weekly Virtual Office Hours: 
  [http://social.education.purdue.edu/edit/it/officehours](http://social.education.purdue.edu/edit/it/officehours) Or feel free to contact us any time for a meeting.

- **RESEARCH:** (1) A searchable Funding Opportunities database is available at: 
  [http://www.education.purdue.edu/funding](http://www.education.purdue.edu/funding). (2) Education IT has developed a document to help Principal Investigators plan for technology use and acquisition before proposal submission. Before submitting technology rich proposals, we can help you locate and confirm available IT resources. (3) QUALTRICS has a “file upload” question type for those who want to collect documents from respondents. If you need help with a survey, contact us and we’ll be happy to meet with you.

- **TASKSTREAM:** Sha Yang is our new E-Portfolio Coordinator starting this semester. If you need assistance with TaskStream e-Portfolios, please send email to EdIT@purdue.edu. **PLEASE verify your TaskStream assignments, rubrics and evaluation methods early in the semester!!!**

- **VIDEOCONFERENCING:** The College of Education owns numerous videoconferencing devices and [Mike Eldridge](mailto:Mike.Eldridge@purdue.edu) is available to assist you with the equipment and schedule facilities. Our video conferencing equipment is Internet-based so no usage fees apply (H.323, Adobe Connect and Skype). iPads also support the proprietary FaceTime protocol. If you need to videoconference with a K-12 school, another university, or another country, please send email to EdIT@purdue.edu.

- **LABS:** BRNG 3288 has 21 computers for general COE use. BRNG 3295 has 13 computers. Please see [Mike Eldridge](mailto:Mike.Eldridge@purdue.edu) for lab scheduling and software installation. The COE does not implement cost recovery for printing in labs, therefore undergraduates are limited to printing 10 pages per day in all COE labs combined (including the TRC).

- **Documents On Servers:** Please encourage your secretary to store departmental documents on the department file server so they can be backed up, secured and preserved as historical documents for the department.

**Technology Resources Center (TRC)**

- **ABOUT THE TRC:** The TRC is a very popular resource and hang-out for TEP students! The TRC has a web-based library database system and holdings search engine. If you have questions about how to make use of the TRC, please stop by the center in [BRNG 3287](http://www.trc.purdue.edu) and chat with Brenda and Karen. You can find the TRC here: 
  [http://www.trc.purdue.edu](http://www.trc.purdue.edu)

- **COMPUTERS:** There are 22 workstations available to patrons in the TRC.

- **STUFF TO CHECK OUT:** iPads for faculty, Laptops & Netbooks; LCD projectors; Flip
camcorders; Nikon digital still cameras; miniDV video camcorders, etc.

- **PRINTING:** The COE does not implement cost recovery for printing in labs. Therefore undergraduates are limited to printing 10 pages per day in all COE labs combined (including the TRC).

- **DVD RECORDING STATION:** The TRC owns a DVD recording station. This system allows you to transfer *(non-copyrighted)* analog video from your camcorder or VHS deck to DVD in real time with no video editing needed. Please contact the TRC for details.

- **VIDEO RECORDING OPTIONS @ PURDUE:** See:

- **TEXTBOOK ADOPTION:** As of July 2011 the TRC is no longer an Indiana textbook adoption review site. Indiana eliminated textbook adoption review sites and has moved textbook adoption review process to local school corporations.

*Have a great semester! 😊*

*Office of Information Technology and Technology Resources Center*