

Induction and Mentoring Steering Committee Meeting Action Plan  
 The Mission, Conceptual Framework, Program Curriculum, Goal and Objectives  
 Stakeholder Input of Needs and Strategies - Induction and Mentoring 2007 Fall Conference  
 Framing the Steps for Operational Projection and Plan for Induction and Mentoring  
 Draft of Outcomes, Activities and Resources Needed

**FINAL COMPREHENSIVE DRAFT – APRIL, 2008**

**Overall Needs and Strategies for Induction and Mentoring Across Five Focus Areas:  
 Mentors, Beginning Teachers, School Districts, School Leaders, and ISU Faculty**

Outcome	Activities	Resources Needed
<p>Outcome 1            Coordination for Induction and Mentoring Initiatives as well as administrative tasks and activities that are aligned with ISU academic departments/programs, faculty and staff, and external agencies. External agencies would include, but not be limited to, Illinois Regional Offices of Education (ROE), School Districts, Illinois State Board of Education (ISBE), Illinois Board of Higher Education (IBHE), Illinois New Teacher Collaborative (INTC), and public and private agencies.</p>	<ul style="list-style-type: none"> <li>• Coordinate initiatives and activities for the Induction and Mentoring Steering Committee (IMSC) with appropriate academic program, department, unit, and/or agency</li> <li>• Serve as liaison between IMSC and other internal and/or external constituents; (for example)               <ul style="list-style-type: none"> <li>• ISU Committee Of Secondary Education Pedagogy Programs</li> <li>• COE Urban Teacher Education Preparation Steering Committee</li> <li>• ISU Academic Departments</li> <li>• COE Teacher Education Office Entities, for example, Coordinators for PDS, Student Teaching, Clinical Experiences</li> <li>• ISU Council on Teacher Education</li> <li>• Illinois Regional Offices of Education</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Web and printed materials describing induction and mentoring in schools</li> <li>• FTE faculty work load assignment; Coordinator, COE Induction and Mentoring</li> <li>• Induction and Mentoring Steering Committee (IMSC) Membership Input in conjunction with the Coordinator, COE Induction and Mentoring</li> <li>• Travel reimbursement for travel to and from all off campus site(s) events, activities from base in Normal, Illinois</li> </ul>

<p>Outcome 1 Continued</p>	<ul style="list-style-type: none"> <li>• Illinois School Districts</li> <li>• Illinois New Teacher Collaborative Higher Education--a resource unit sponsored by Illinois State Board of Education located at UIUC—</li> <li>• Illinois State Board of Education and Illinois Board of Higher Education</li> <li>• Communication with external funding agencies and corporations</li> </ul>	<ul style="list-style-type: none"> <li>• FTE faculty work load assignment; Coordinator, COE Induction and Mentoring</li> <li>• Induction and Mentoring Steering Committee (IMSC) Membership Input in conjunction with the Coordinator, COE Induction and Mentoring</li> <li>• Travel reimbursement for travel to and from all off campus site(s) events, activities from base in Normal, Illinois</li> </ul>
<p><b>Outcome 2</b> Seek funding to support ISU/School activities related to support of graduates and other beginning teachers.</p>	<ul style="list-style-type: none"> <li>• Develop “boiler plate” of needs for activities and resources</li> <li>• Share this information with offices that monitor external funding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowing which faculty who have an interest in induction and mentoring activities</li> <li>• Induction and Mentoring Steering Committee (IMSC) Membership Input in conjunction with the Coordinator, COE Induction and Mentoring</li> </ul>
<p><b>Outcome 3</b> Establish a data base on beginning teacher practice.</p>	<ul style="list-style-type: none"> <li>• On the ISU website include resources on state and national data</li> <li>• Work with one or more schools to pilot information collection that is useful to ISU and the schools to track induction activity</li> <li>• Explore data sources such as the Teacher Data Warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel time, Coordinator, COE Induction and Mentoring ): Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work with the schools to pilot information collection. Contractual time needed for individual(s) who will work with the schools to pilot information collection</li> <li>• Travel reimbursement for individuals involved</li> </ul>

## FOCUS ON MENTORS

Outcome	Activities	Resources Needed
<p><b>Outcome 4</b> Promote use of Resources for best practice in mentoring.</p>	<ul style="list-style-type: none"> <li>Post on ISU website information about induction practice and reference such sites as INTC</li> </ul>	<ul style="list-style-type: none"> <li>Contractual Personnel Time needed for individual to post information and load on website</li> <li>Contractual FTE assignment time needed to administratively coordinate activity with individual who will work on posting website information. Coordinator, COE Induction and Mentoring</li> </ul>
<p><b>Outcome 5</b> Promote conceptual-based professional development continuum of the role of mentoring, that is, for the teacher education candidate, beginning teacher, and experienced teacher (in their early professional teaching years).</p>	<ul style="list-style-type: none"> <li>Identify a continuum; provide models; establish differentiate training levels</li> <li>Work with teacher education program personnel to link student teaching to beginning teacher evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Workshops for ISU personnel</li> <li>Contractual Personnel Time needed for individuals to work on this activity</li> <li>Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on identifying the continuum</li> <li>Travel reimbursement for individuals involved</li> </ul>
<p><b>Outcome 6</b> Identify the curriculum for professional development in mentoring.</p>	<ul style="list-style-type: none"> <li>Meeting of those engaged in effective practice</li> </ul>	<ul style="list-style-type: none"> <li>Contractual Personnel Time needed for individuals to work on this activity</li> <li>Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li></li> </ul>

<p><b>Outcome 7</b> Collaborate with others in providing mentor training.</p>	<ul style="list-style-type: none"> <li>• Identify services other than ISU to support mentoring in schools</li> <li>• Work with ROEs to implement the ICE mentor training</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies, technology applications and travel reimbursement</li> </ul>
<p><b>Outcome 8</b> Provide online instruction for individual mentors to supplement instruction by their district and/or Regional Office of Education.</p> <p><b>Outcome 9</b> Provide appropriate graduate courses and/or workshops to supplement instruction by their district and/or Regional Office of Education.</p>	<ul style="list-style-type: none"> <li>• Adapt the online mentoring course now provided for mentors of student teachers</li> <li>• Adapt graduate courses now provided, e.g., supervision of instruction, advanced supervision of instruction, for mentors of student and beginning teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Courses offered for graduate credit to potential mentors</li> <li>• Contractual Personnel Time needed for individuals to work on this activity.</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies , technology applications and travel reimbursement</li> </ul>

## FOCUS ON BEGINNING TEACHERS

Outcome	Activities	Resources Needed
<p><b>Outcome 10</b> Link the resources of ISU to supplement the way districts support the needs of beginning teachers.</p>	<ul style="list-style-type: none"> <li>Ask schools to identify professional development needed by beginning teachers</li> </ul>	<ul style="list-style-type: none"> <li>Graduate courses offered to beginning teachers that align with school needs</li> <li>Contractual Personnel Time needed for individuals to work on this activity</li> <li>Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>Appropriate supplies, technology applications, and travel reimbursement</li> </ul>
<p><b>Outcome 11</b> Provide graduate credit (courses and/or workshops-CPDU's) appropriate to the needs and limits of the beginning teacher.</p>	<ul style="list-style-type: none"> <li>Review current master's degree programs, courses, and/or workshops at ISU</li> </ul>	<ul style="list-style-type: none"> <li>Contractual Personnel Time needed for individuals to work on this activity</li> <li>Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> </ul>
<p><b>Outcome 12</b> Promote alternatives for moving from initial to standard certificate.</p>	<ul style="list-style-type: none"> <li>Offer ISU course on the process of attaining standard certificate</li> </ul>	<ul style="list-style-type: none"> <li>Provision of course from ISU – C&amp;I 429.07 – Self Assessment of Teaching</li> <li>Appropriate supplies, technology applications, and travel reimbursement</li> </ul>

**Focus on Districts**

Outcome	Activities	Resources Needed
<p><b>Outcome 13</b> Collaborate with ISU PDS districts to support their beginning teachers.</p>	<ul style="list-style-type: none"> <li>• Host a meeting to discuss with those in PDS schools who coordinate preservice candidates and induction teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies, meeting resources, and access to technology applications</li> <li>• Travel reimbursement for individuals involved</li> </ul>
<p><b>Outcome 14</b> Provide periodic information to school personnel involved in induction.</p>	<ul style="list-style-type: none"> <li>• Create a newsletter: and post on ISU website</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting Ken)</li> <li>• Appropriate supplies and technology applications</li> </ul>

### Focus on School Leaders

Outcome	Activities	Resources Needed
<p><b>Outcome 15</b> Provide training/professional development for those who lead induction programs, for example, lead mentors, administrators, lead teachers, departmental level leaders.</p>	<ul style="list-style-type: none"> <li>• Conduct Workshop on strategies for coordinating induction programs</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies, meeting resources, access to technology applications, and travel reimbursement</li> </ul>
<p><b>Outcome 16</b> Provide support for school district induction coordinators.</p>	<ul style="list-style-type: none"> <li>• Provide opportunity for induction coordinators to meet together to share practice</li> <li>• ISU host a conference each semester</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies, meeting resources, access to technology applications, and travel reimbursement</li> </ul>

**Focus on ISU Faculty**

Outcome	Activities	Resources Needed
<p><b>Outcome 17</b> Provide information to faculty about induction.</p>	<ul style="list-style-type: none"> <li>• Copy information to faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies and technology applications</li> </ul>
<p><b>Outcome 18</b> Promote research on teacher induction and mentoring programs as well as on ISU program completers .</p>	<ul style="list-style-type: none"> <li>• Establish opportunities for research initiatives on teacher induction programs</li> <li>• Establish opportunities for research initiatives on ISU program completers</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual Personnel Time needed for individuals to work on this activity</li> <li>• Contractual FTE assignment time needed to administratively coordinate activity with individual(s) who will work on this meeting</li> <li>• Appropriate supplies and technology applications, and travel reimbursement</li> </ul>