

CLAYTON STATE UNIVERSITY  
Professional Qualification Statement for Degree/Concentration/Certificate

Date:	11/11/09
College/School/Department:	College of Arts and Sciences/Department of English
Degree/Concentration/Certificate:	Master of Arts in Teaching English/English/Secondary English
Coordinator:	Ruth R. Caillouet, MAT English Coordinator
Coordinator Responsibilities:	Work with faculty in proposing new courses and changes to the MAT English curriculum. Coordinate proposed curriculum changes for submission to the Chair, Department of English. Admit and advise teacher candidates. Recruit new students. Design web site, catalog information, and recruitment materials for program.
Degrees:	Ph.D., English; doctoral minor—Curriculum and Instruction M.A., English B.S., English Education
Experience:	20 years teaching grades 7-12 in public schools; 8 years teaching university courses and coordinating English Education programs; service on curriculum and assessments committees; service on thesis committees; proposal of new courses; design of program components; service on NCATE and PSC committees
Certifications:	Teacher Certification, English—grades 6-12
Courses taught at CSU:	Freshman Composition, World and English Literature Surveys, Medieval Literature, Introduction to Gay and Lesbian Literature, Methods of Teaching Literature

Narrative Statement of Qualifications (to be completed by chair or dean):

1. What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

The coordinator has a Ph.D. in English with a doctoral minor in curriculum and instruction as well as an M.A. in English with 20 years of experience teaching in grades 7-12 and 8 years of teaching, advising and creating courses at the university level. She chaired English departments at the high school level for twelve years and coordinated course and syllabus construction, giving her insight into high school curriculum and how to best prepare future English educators. She has served on curriculum and assessment committees at the university level and has been responsible for coordinating curriculum change proposals at a variety of levels. She has designed the English courses and program sequence for this new program and oversees new English course proposals from department faculty. She has also served on NCATE and NCTE SPA committees to review courses and curriculum for compliance with state and national standards. The coordinator has also been trained by the Professional Standards Commission to serve on their Board of Examiners team that reviews programs and curriculum for accreditation.

2. What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

The coordinator is responsible for creating the assessments and gathering data from those assessments designed through NCATE, NCTE, and Professional Standards Commission guidelines. She is also responsible for informing faculty and teacher candidates about these standards and assessments. The data will be collected each year, shared with faculty, and used to determine program and curriculum

strengths and weaknesses so that revisions can be made. Details about the program, courses, and assessments are shared at the monthly department meetings and through the English Education Committee meetings. The recent review by the Professional Standards Commission indicated that this new program and its curriculum have met all state and national standards.