

## College of Education Executive Committee

### Meeting Minutes

May 24, 2012

Present: Rey Martinez, Shirley Andrews, Mimi McGahee, Julie Lee, Jamie Bird, Mike Griffin, Brian Gerber, Lynn Minor, Meg Moore, Barbara Stanley, Don Leech, Corine Meyers-Jennings, Blake Pearce, Sterlin Sanders, Allen DeVane, Bob Bauer

The meeting was called to order by Dr. Karla Hull at 8:30 a.m.

Dr. Hull discussed plans for university-wide memorial service honoring Dr. Philip Gunter. The College of Education Deans Conference Room will be dedicated to Dr. Gunter. A dedication service will be held in August to promote faculty attendance.

Minutes from April 19, 2012 meeting were approval with changes.

- A. Sterlin Sanders and Allen DeVane (Information Technology) Sterlin Sanders reported that 77 calls were completed between April 20 and May 23. The following updates were reported: (1) computers in SLP labs were replaced with new PC's; (2) Brian will begin working in COE conference room today; (3) IT is currently waiting on accessories for room 2106; (4) PE 141 will be updated; (5) supplies are being removed from room 275 in preparation for the Blackwater Writing Project courses. Mr. Sanders requested that IT is assisting with office moves, but he asks that faculty and department heads contact him 1-2 days prior to the move to permit scheduling. Dr. Griffin, Dr. Stanley, and Dr. Meyers-Jennings expressed their gratitude for IT's responsiveness.

Dr. Leech and Dr. Andrews noted that there is a need to convert certain printers into classroom printers. Allen DeVane indicated that IT can convert printers in any lab set up for classroom use; however, printers in open labs cannot be converted.

Ms. McGahee inquired about the card swipe protocol for printers during orientation sessions. Mr. DeVane noted that IT is in the process of establishing a mechanism by which a printer can be switched to an open print setting to permit free-printing at predetermined dates/times; however, this is currently under development and is not immediately available. Dr. Gerber suggested the use of ghost cards during orientation sessions. Mr. DeVane indicated that any individual using their own card to swipe during orientation sessions can request a refund of the charges to their account.

Mr. DeVane reported that K Pentax video fee pay system has been ordered with an estimated ship date of July 4 for Dr. Hannibal in Communication Sciences and Disorders. The shipping address has been updated to deliver directly to the Communication Science and Disorders building.

- B. Meg Moore (Center for Online Teaching & Learning) reported that 134 support requests have been addressed in the last thirty days. Additionally, the center has been in contact with 22 prospective online students since the April meeting. Ms. Moore reported that Georgia ONmyLINE non-payment cancellations were processed this week. 78 potential cancellations were reduced to three. Ms. Moore

attributed this to a piloted protocol in which students were denied access to their courses inside GeorgiaVIEW before the cancellations were process. Due to the success of this pilot, Ms. Moore looks to formalize this process for future semesters.

Ms. Moore announced that a new marketing initiative targeting COE online programs will launch on Friday, May 25. The online ads were funded by Andy Clark and target August, Macon, and Savannah. Dr. Leech asked if the focus of these ads can be expanded to include non-GOML programs, and Ms. Moore indicated that she would follow up to determine if this is possible. Ms. Moore also reported that she will be meeting with the Small Business Development Center in the College of Business Administration to secure marketing demographics for key target groups. As this information becomes available, Ms. Moore will report to the executive committee.

Due to contract delays, the Evirx go-live date has been postponed until fall semester. CommuniCoach will remain the active video tool for summer term. Training sessions will be scheduled according to demand. Dr. Hull asked Ms. Moore to plan training sessions for the week of convocation, if possible.

Ms. Moore indicated that it is necessary to develop a protocol for entry of concentration codes for education majors at the undergraduate- and graduate-levels. Previous discussions suggested coding based on applicant responses; however, concerns about the accuracy of this practice have been raised. It was suggested that the coding occur in the context of 2999 or 5999 courses for bachelor's, master's, and educational specialist programs. Dr. Lee indicated that all of the programs did not include a 2999 requirement, and she suggested creating a 2999 for the TI / HSTE programs. Dr. Leech suggested that doctoral students could be coded at admission to candidacy. Dr. Stanley expressed concern about coding undergraduate students during 2999 enrollment and indicated that graduates of the middle grades program are being coded at some point during their studies. Dr. Lee suggested that this information could be recorded in LiveText and entered into Banner at a later date. Dr. Hull asked Ms. Moore, Dr. Minor, and Ms. McGahee to draft a protocol to meet this need and to report back to the executive committee at a later meeting.

- C. Dr. Lynn Minor (Assessment Center) expressed her gratitude to faculty who are working hard to complete the assessment processes. Dr. Minor noted that the Conceptual Framework Committee developed some proposals for modifications to the conceptual framework. These proposals are noted below.

Proposal One: Change the reference to “teachers” to “teachers and other professionals” to include non-teaching fields. Dr. Lee noted that non-teaching fields maintain their own standards and proposed using ‘educators’. Dr. Minor indicated that programs with national standards are still permitted to use these national standards. To maintain consistency, it was noted that Standard VI should also be modified from its current form “contribute to teaching as a profession” to “contribute to teaching and learning as a profession.

Proposal Two: Georgia Professional Standards Commission (GaPSC) will transition from the Framework for Teaching to InTASC standards. Dr. Minor noted that InTASC is similar to the existing standards. It was recommended that VSU delay the transition until after the NCATE visit, but to develop a cross-walk measure to present to the review team during their visit. Dr. Minor

requested feedback from committee members. Group indicated agreement on the necessity of these changes.

Proposal Three: The Conceptual Framework Committee proposed updating the lighthouse metaphor to create an image reflecting the incorporation of technology. The committee proposed a satellite. This will continue to be reviewed.

Dr. Minor reported the Field Experience Module was piloted by middle grades students this spring. Feedback was both positive and negative. Dr. Minor noted that if adopted, this system must be used by all programs. Dr. Stanley reported working with four students who participated in pilot, and the feedback received was positive (e.g., extremely satisfactory, efficient, easy to use, reduces faculty time). Given the positive feedback, Dr. Stanley indicated this would be valuable for online graduate programs, and it would provide an effective method for collecting data. Dr. Leech asked if disposition data could be collected in a similar model. Dr. Minor indicated that it could potentially replace the field experience form. Dr. Lee proposed that the COE negotiate the difference in cost with LiveText. Dr. Hull moved that Dr. Minor find the answers to questions posed by attendees, indicated this issue will be revisited in June, and proposed that the COE plan to transition in Fall 2012.

- D. Jamie Bird (Field Experience & Student Teaching Center) reported that 177 fall placement have been completed. Practicum placements are currently on-hold due to changes in several school systems (Brooks, Lowndes, Cook, etc.); however, she believes all placements will still be in place by July. Dr. Stanley inquired about the specific changes, and Ms. Bird indicated that she can provide a list of the administrative changes for department heads.

Mentor Session is scheduled for June 13-14. This workshop will promote the development of a mentor teaching training which will be delivered in August. Current plans are to deliver the training via a cooperative partner within each school. The cooperative partner will co-facilitate and assist with new teachers and re-trainings for existing teachers.

- E. Mimi McGahee (Advising Center) reported that preparations for upcoming orientations are underway. Orientation reminders were distributed to the group, and Ms. McGahee noted that there may be changes to rooms for the upcoming session. Suggested revisions for the Power Point have been incorporated. Ms. McGahee asked that department heads remind their faculty to stress to students that the Advising Center is available for them. Ms. McGahee noted that informal discussions with parents in the Oasis were well received. Dr. Gerber suggested that the COE utilize the Oasis area, provide refreshments, and incorporate videos on the televisions during these informal parent sessions.

Ms. McGahee noted that there has been no decision regarding the GPA requirement for major changes, and asked if this needed to be formalized. Currently students with a 2.30 or lower are required to meet with Ms. McGahee or Ms. Hudson. Students with higher GPA's can be assisted by staff or a graduate assistant. Dr. Lee expressed her concern about not having a formal policy in place. Ms. McGahee indicated that she would write a policy and bring it before the COE Executive Committee. She plans to meet with the Oasis Office and Admissions to discuss their current

protocols and to try to streamline processes for Education majors. Dr. Stanley asked her to emphasize that VSU does not offer a B.S.Ed. in Secondary Education.

- F. Digital Measures - Dr. Hull reported that testing should be completed this week. Faculty training sessions will be available the week of convocation. Dr. Stanley suggested offering July training for faculty to reduce the August work load. Dr. Leech indicated that advance information must be distributed to faculty so they are aware of the items they need to prepare and bring with them to the sessions.
- G. Data Warehouse – Dr. Hull indicates this is currently under development. Within a few years, department heads will be able to request and filter data from their desktops. Instructors will be granted access as well. IEP and IER’s will increase data requirements, and this tool will allow faculty to access this information easily.
- H. Data Meetings – Dr. Hull and Dr. Minor will be sending meeting requests to department heads in June. The purpose of these meetings will be to discuss data.
- I. Department Head Retreat – Dr. Hull indicates that she would like to hold the annual retreat in the first two weeks in August. Scheduling an earlier meeting time will be helpful to the three new department heads joining the COE. Dr. Minor noted that reports will be due in September this year, so having the meeting earlier would be beneficial. Dr. Minor also noted that NCATE reports are due in March 2013.
- J. Other Business:

Dr. Hull reported that she received access to the COE Survey Monkey account. Please send requests for login instructions to her as needed.

Updates on New Hires – Two new department heads have been hired. Dr. Peggy Auman will serve as the department head for Early Childhood and Special Education and Dr. Raynor will serve as the department head for Psychology and Counseling. The Middle, Secondary, Reading & Deaf Education department head position remains in the hiring phase.

Start of Fall Activities – Dr. Hull reported that University Convocation will be held at 10:00 on Monday this year. COE Convocation will be held on Monday as well, at 1:30 p.m. Dr. McKinney will visit each meeting to greet each college. Dr. Hull asks members to consider how that week can be used effectively for faculty training and preparation. New faculty will arrive on August 1, and new faculty orientation will be held August 1-3. Dr. Stanley recommended scheduling events throughout the week to promote faculty attendance throughout. Dr. Hull asked Ms. Moore to try to schedule Evirx training sessions toward the end of that week. Dr. Hull proposed organizing an event for new students and faculty on the softball fields. She will provide an update on this in June or July.

Executive Committee Summer Meeting Dates – Meeting dates for summer semester will be distributed in the next 1-2 weeks.

Meeting was adjourned at 11:03 a.m.

Meg Moore  
Recorder, Meg Moore

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Dean, Karla Hull

