

EXECUTIVE MEETING
(02/06/14)

Attendance: Sandra Trowell, Barbie Radcliffe, Reynaldo Martinez, Natalie Kulhmann, Jamie Bird, Lana Kim (on behalf of Kate Warner) Don Leech, Anthony Scheffler, Mike Griffin, Lynn Minor, Michel Schmidt, Larry Hilgert, Leon Pate, Ransom Gladwin, Fetus Obiakor, and Patty Campbell.

Meeting called to order by Dr. Leech and Dr. Scheffler at 8:33 a.m.

Approval of Minutes: After reviewing the minutes, Dr. Schmidt motioned and Dr. Pate seconded. No changes were necessary and the motion passed by consensus.

Update on the Program Matrixes: Dr. Scheffler stated they are still working on theme definitions. At this point, it appears they are only missing syllabi from two departments. If any changes need to be made with regard to the syllabi, please let Dr. Scheffler and Ms. Kuhlmann know by next Thursday (02/13/14). Ms. Kuhlmann has worked on these (approximately 700) with only the assistance of one Graduate Assistant. Both Dr. Scheffler and Ms. Kuhlmann reported everyone being very responsive with regard to the collection of the syllabi. Both did advise all syllabi are now wide open to anyone interested in looking for them. Dr. Scheffler stated the need to make sure each department looks over every syllabus in their course of study to make sure that is what they want the world to see. Next stage is sending out the diversity part and where each department is going code it appropriately. Each department will go in and look at where each aspect of diversity is taught within each course. This will be done with the expectation of impressing CAEP because this is something that is not normally done. Each department will need to address how diversity is reflected in syllabi and how it is used for continually improvement. These program matrixes need to be a continuous improvement model. This will be a model to the world as to how we do business at Valdosta State.

Preparing for a BOE Review of the Ed Programs of Study: Mr. Grubbs presented the committee members with a hand out of questions VSU needs to be prepared to respond to regarding CAEP. VSU is submitting its report to CAEP in May. CAEP is going to come in with questions that VSU Staff, Faculty, and Student will need to be ready to answer. We, as the College of Education, need to start looking at those questions now (please see hand out of questions). Dr. Grubbs stated CAEP is going to ask P-12 partners, candidates, staff, employers, etc. if VSU is meeting certain criteria, as well as asking them what they know of VSU. If "stories" or "evidences" do not support one another it is going to send up a red flag. Once one is set off in a DOE event, it will normally set off another (such as a domino effect). We need to make sure that all relevant stake holders are going to be able to answer these questions appropriately and effectively. This is not meant to be the "be all - end all" list of questions. However, we need to be able to work these questions into where our diversity comes into play. These questions are looking more into what VSU is doing, not necessarily what our stake holders know. The question becomes, "How are they doing it and how are we collaborating?" We need proof of how we are collaborating. It is going to be different than what NCATE did in the past.

Our campus visit is May of 2015, report is due September of 2014. We need to have all evidence in by September, not waiting until the meeting with them in May. This is going to be the initial push. VSU cannot be lackadaisical about this meeting or the questions. We need to be front loaded these questions now and pushing it through as the time is closer. CAEP is more so than ever, data driven and are going to look for the evidence. If we don't have the evidence, how are we going to show CAEP what we have done? Dr. Scheffler stated if there is something within the department each member would like to share, they will take the evidence and load it in the evidence room. This will provide CAEP with more than just data. It was stressed that each thing, however, needs to be polished and something that each department would like the world to see.

Course and Curriculum Changes: Dr. Leech initiated the conversation by stating he needs to have everything over to the Graduate Executive Committee by February 13th.

Dr. Pate presented a request for new course. This course has been a Doctoral course with a 9000 number, but the requested “new course” is not actually a new course. They are moving it from doctoral level course to master’s level course to make it more available to more students in more programs. It is a re-make of the same course. They thought the best way was to simply create a “new course,” but keep the same curriculum as the previous doctoral level course (please see hand out). A motion to accept this new course was made by Dr. Obiakor and Dr. Radcliffe seconded the same. No one abstained. Discussion ensued regarding the new course establishing this course as an elective for anyone wanting to take it in their course of study. This will be an optional course offered in the fall and summer semesters of each year. This will be an elective class that anyone could take in the master’s program. The student can apply their own pedagogy within this course. No one abstained. Said motion passed by consensus.

Dr. Radcliffe presented the changes in the Middle Grades Department (please see handout). Middle Grades would simply like to change “and” to “or.” Dr. Minor motioned to accept the change and Dr. Obiakor seconded. No changes needed to the document provided and no one abstained. Said motion passed by consensus.

Dr. Obiakor and Dr. Campbell submitted a curriculum change in the EdS Special Education program. This change would take out the duplication of the research course. This change is to be made, but the department is to make sure that it understands course substitutions may need to be made (on an “as needed” basis). This change is a direct result of communication between two departments. Both Dr. Obiakor and Dr. Campbell feel that this is going to be a compliment to this program. A motion was made by Dr. Griffin to accept the changes and Dr. Minor seconded the same. Minor grammatical changes are to be made. No one abstained and the motion passed by consensus.

Graduate Catalog: Dr. Leech provided handouts for the graduate catalog changes via email. These are changes that will take place and will aid in trying to be consistent. Dr. Leech stated that the College of Education is trying to update accreditation based on new partners. These changes have been done in isolation for the most part. However, the Diversity committee will need to move along these changes. Dr. Leech did state that the council needs to make sure that the council go back and look at what the definition is for field experiences and clinical practice experiences from NCATE. Even though we are looking for CAEP definitions, we are probably going to use NCATE definitions. A need to draft language a little more broadly was indicated. Along with the need to address field experiences with regard to “p-12” teacher preparation programs and clinical practices with regard to “p-12” teacher preparation programs. No motion was called and the item was tabled until the February 13th meeting. Dr. Leech stated there being dramatic changes to the graduate catalog and the need to make sure that we are looking for the changes that need to be made.

Program Admissions Requirements: Dr. Leech provided the committee with a handout outlining the requirements into the Teacher Education Program. He noted the admission date is different than what the College of Education has had for years. In the past, a student would be required to have 30 hours to before being admitting into the program, however, now Dr. Leech is proposing admission to teacher education at 45 hours. This would mean a student would not need to enroll in 2999 until they have 45 hours. This should help with the need to monitor the GPA throughout the program. This motion tabled until the February 13th meeting.

Writing Assessment Task Force Report: Dr. Pate provided a hand out with a copy of the minutes from the Writing Sample Task Force. Ms. McGahee also had input to this meeting. The Writing Sample Task Force recommends using things that are available to VSU already. There is a SAT writing test, a GACE writing test, as well as multiple other writing tests at the testing center. This Task Force was requested to investigate the options for the College of Education to obtain additional writing samples from our students. However, Dr. Griffin posed a motion to assemble another task force to look at other issues in proceeding with these writing samples. A suggestion was made that Ms. McGahee be part of task force. This Task Force will also consist of Dr. Minor, Ms. McGahee, Dr. Leech, along with a couple other people from the departments. Dr. Martinez seconded said motion and no one abstained. Said motion passed by consensus.

Use of Open Educational Resources by Course Instructors: Dr. Scheffler posed the idea of asking our faculty to consider using educational free resources for students instead of putting together a \$500.00 package for our students. Instead of requiring the newest edition, could we adopt a particular series that way we are not burdening our students? One way department could do this is to make sure that the books that the professors are using are relevant to the course and are being used, as opposed to being a “recommended” resource.

Announcements: Please see the agenda for announcements.

Also,

- If any person has ideas with regard to work load please let Dr. Scheffler know quickly.
- If you have any feedback on area F and how it can be re-done, please provide that to Dr. Scheffler by today (02/06/14).
- Dr. Obiakor announced that the Early Childhood/Special Education Department has received national recognition.
- Dr. Pate announced they have inventoried their supplies and have a surplus of inventory. It is available on a first come, first serve basis.

Meeting adjourned at 10:47 a.m.

Respectfully submitted,
Jessica Pippin