Faculty Meeting Minutes

8 August 2012

9:00 to 10:40

COE Dean conference room

Present:

Dr. Barbara Radcliffe	Ms. Christia Williams	Dr. Dawn Lambeth
Dr. Ellice Martin	Dr. Lisa Jones-Moore	Dr. Juan Walker
Ms. Melody Fuller	Dr. Brenda Dixey	Mr. Scott Grubbs
Dr. J.T. Cox	Dr. James Martinez	Dr. Sean Lennon
Dr. Nanci Scheetz	Dr. Julie Lee	Ms. Stormi St John
Dr. Heather Brasell	Dr. Gidget Ryskamp	

Feedback on Workshops: Some faculty members stated the opinion that there are too many new platforms to keep tabs on; information is too widely spread and some things may end up being forgotten

   EviRx: Usage is not required yet, but optional.

   Concerns put forth by faculty:

- Student work being used during training sessions
- Privacy issues / FERPA violations – EviRx and instructors keeping information on students but not informing the students that the information is being collected
- Trainer/technical expert did not seem to be knowledgeable about product
- Faculty need to adopt and commit to the program before requiring students to purchase
- Will the tool allow videos larger than 50 MB to be transmitted? This led to a question of how long student video projects must be kept – secretary will follow up to locate the applicable retention policy

   Digital Measures: Complete by August 21, 2012

Program meetings:

- Program coordinators shall coordinate faculty in each program
- Monthly meetings; minutes to be submitted to MSRDE secretary
- Dr. Jones-Moore will look into getting password-protected web pages to post program meeting minutes

Continuity:

- MSRDE must begin to develop a knowledge repository – departments and programs must be able to run in the absence of program leadership
- Answers to frequently asked questions must be available even when the guru is absent

Tenure & Promotion

- Per the guidelines laid out in the T&P dossier checklist, questionnaires to record student opinion of advising have been created – currently with Dr. Lambeth for proofing

Travel

- Travel for student teaching observation funded through the Dean's office, professional travel funded through GOML – Dr. Radcliffe has provided the accounting strings for travel funding

  - Supervision:
    - **Fund 10500, Dept. 1341041, Program 11100, Class 11000, Account 641XXX**

  - Professional:
    - **Fund 10500, Dept. 1131013, Program 11100, Class 11000, Account 641XXX**

Service and committees

- Publicity committee – MSRDE programs need new tri-fold brochures
  - Once faculty have provided up-to-date program information the secretary can produce proofs
  - Odum library can print the brochures in color

Office hours - The secretary has compiled a chart of all faculty office hours for Fall 2012; this will be beneficial in aiding scheduling of program meetings

Absences – Professional absences will be added to secretary's calendar; personal or sick leave will be reported to the secretary and by employee in ADP

- Please see the meeting agenda for the Board of Regents policy on sick leave

Faculty Meetings for Fall 2012 – These shall be held from 9:00 to 11:00 on the third Monday of every month – the secretary has scheduled the meetings in Outlook Calendar and reminders will be sent to all in the department