

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(08.20.15)

Attendance: Sandy Trowell, Linda Most, Janet Foster, Jamie Bird, Barbara Radcliffe, Donald Leech, Lynn Minor, Michael Griffin, Kate Warner, Leon Pate, Charles Backes, Corine Myers-Jennings, Doug Farwell, Michael Schmidt, Ransom Gladwin, Steven Downey, Natalie Kuhlmann, Lynn Adams

Meeting called to order by Dr. Minor at 8:30 a.m.

Curriculum Changes: There were technical difficulties with the voting system, therefore, we will vote in the meeting.

- M.Ed. & Ed.S. in P-12 leadership Catalogue copy Revisions (Please see forum) –Dr. Most moved to accept changes presented in forum. Dr. Foster seconded said motion. No one opposed or abstained and said motion passed via consensus.
- M.Ed. in Instructional Technology – request for new Corporate Concentration – Dr. Leech moved to incorporate concentration. Dr. Foster seconded. Discussion ensued. For specifics regarding the proposed curriculum incorporation, please see the forum handouts. Dr. Pate informed the committee that the new concentration at the Master's level to address a need that the department sees (corporate curriculum). Dr. Downey discussed the logistics of the program further. Dr. Downey explained that this will be one of the only programs like this in the country. There are only 7 institutions that offer Instructional Technology Master's degrees within the country. Dr. Pate informed the committee they have enough faculty members to cover the teaching positions already. The premium will have to go before the Board of Regents. The question "Is the program doable without the premium?" was posed. Dr. Downey explained how the premium will really come down to the marketability. This is a five (5) semester program. The department is still looking at overlap and work out the "bugs" of the program. However, it will be a strictly an online program. The motion to accept the Curriculum Change Program was approved – no one opposed and two abstained, said motion passed.
- BSED Health and Physical Education – Request for Revised Course (Please see forum) – Dr. Schmidt moved to accept the request. Dr. Pate second said motion. No one opposed and no one abstained. Said motion passed via consensus.

Date Update, Live Text Accounts:

- Livetext – Mrs. Kuhlmann provided each Department Head with their live text accounts information for their new live text account. Each person will be able to keep their old accounts with all of the information. However, we will be going forward with a new program. All assessments will go into this new account. She will set up a meeting with each department. Please send any information that you would like to change by next Friday (August 28th). She will meet with the program coordinators as well. The Library and Information Science Department will also have a meeting with Mrs. Kuhlmann regarding coming into the domain.
- Data update – All departments have access to Mrs. Kuhlmann's information for their department on the V-Drive. It is located in the COEHS-CPAAE folder. Dr. Radcliffe asked if the university will get any type of information from GaPSC for the entrance and/or exit ethics assessment. Dr. Minor stated that the entrance should be the baseline for our ethics, and they will follow up with the GaPSC regarding this data. Mrs. Kuhlmann reminds the committee Supervisor Evaluations are in each department's V-Drive for initial teacher programs and to please make sure that supervisors make requests for evaluations with Department Heads.
- Data for the Day – Mrs. Kuhlmann handed out the recent edTPA data for Fall 2014 and Spring 2015. The requirement for program completion for edTPA is that the student successfully attempts the assessment.

Students will not have to meet the cut off score, but they have to successfully attempt it. If the student does not submit correctly and does not get a score back they will not pass that portion of edTPA. If they do not meet the cut score but have submitted successfully, we will explore different options for individual students. They must successfully attempt and not have condition codes to the point where they are not scoreable. It will be the students' responsibility to make sure that complete this assessment.

CAEP Update: When CAEP did their onsite visit, they told us that they have moved us up to progressing on the rubric except for one (1) are which was emerging. On April 26th the TI Commission reviewed our transformation initiative. However, on June 9th we received a letter from Nate Thomas stating our Transformation Intuitive was reviewed after the onsite visit and they provided a list of questions we would need to respond to quickly. The requested questions to the TI proposal however, would complete change our proposal into an Experimental Research project. Our initial reaction was to simply answer the 8 questions. After speaking with Beverly Mitchell, she would not even agree with any decision to move forward because she felt like she was not equipped to handle this type of research. After speaking with Angie Gant at the PSC, we have decided we are going to move to the Selected Improvement pathway instead of the Transformation Initiative. Ms. Mitchell has been here to help scale down our current TI and turn it into a SI report. We have selected standard 2 to link our SI proposal. Discussion ensued regarding what could be kept and what information needed to be taken out. The running trend within standard 2 and our original TI proposal is collaboration. The two preliminary goals of this SI report are: extended clinical practice and roles of mentors and supervisors.

Dr. Minor proposed we immediately have one afternoon workshop with faculty and p-12. This will be a time where they give input to decide goals and could help decide objections and measures. A survey will be sent before the meetings in order to obtain data that will drive the discussions. Dr. Minor also stated they are going to go ahead and get the program coordinators together next week (initial programs only). Department Heads, please select specific faculty members for this instead of inviting all faculty members. We will invite mentors and well as school administrators.

IERs, IEPs, Data Use for Program Improvement: IERs/IEPs are due to the College Committee on September 30th and VSU Assessment at the end of October. The due date for Data Use for PI will be all on the same date. It would be helpful if Mrs. Kuhlmann could provide the data use information before the reports are due. Dr. Minor proposed having IERs/IEPs ready for college level review in live text. Then have all the program coordinators sit down at one time and complete the review. These are due to college Wednesday, October 7th to upload into live text. Please send your program coordinator's class schedule to Dr. Minor so they can decide a time for the Program Coordinator meeting between September 30th and the end of October.

OFECF Update: Mrs. Bird provided the committee with an update from the FECF Office. The first day of clinical practice was Monday, August 17th. We have approximately 90 Clinical Practice students. Applications for Clinical Practice in Spring 2016 are now live. Please remind your Clinical Practice students to get those in as soon as possible. Supervisors have been out and about. If any changes to your students' placements need to be made, please let us know immediately. The FECF Office is still working on Field Experience students and will work on them throughout the semester. Pre-Service certificates are going well. We have contacted all system administration regarding these certificates and so far, only Cook County has decided they are no longer requiring background checks. We are leaving the information regarding background checks on our website for all systems.

COEHS Committees: Dr. Leech provided the committee with a hand out regarding all COEHS Committees - please see handout. He has asked that all members look at the list and let him know if there are any changes that need to be made or any additional information needing to be provided. Once everyone has looked at the committees, we will make sure the list was vetted. It will come back to the COEHS Committee and they will be done for the year. If there are no corrects to be made, please do not send it back to him.

Dr. Pate inquired about the Promotion and Tenure Committee. He stated his department struggles with committee requirements in P&T. It seems there are not enough committees for his faculty. He proposed a task forced to look at the requirements. There is a P&T Committee that this should go through. Dr. Pate just wanted to raise awareness. It is too late for this year; however, we can make changes for next year.

Credit Hour Production: Mrs. Kuhlmann gave individual data assessments to each Department Head regarding course work and credit hour production for full time faculty members on the tenure tract. All instructors are listed in the totals on the last. Please review and when we have the next Department Head meeting we can dive into this a little more. This was just a snap shot of what the university recognized as the numbers. However, she does realize that there are areas in which need to be changed. This is to make everyone aware of where their department is in the bigger picture. Please come back with suggestions and ideas for this report so the CPAAE Office can organize this report according to your needs.

Other: Please see the announcements listed on the agenda.

- Parent's weekend. Last year, the COEHS had a table. We did not require programs/faculty to be there. However, we would like one faculty from each undergraduate department.
- There is going to be an upgrade in room 1140. Touch screen technology will be added. We need to communicate with IT to see what the timeline is going to be.
- Dr. Minor is going to send out an email regarding order retirement bricks.
- Dr. Pate informed the committee that his department had an incident where they lost 15 students because of time restraints within the hiring time of new faculty members. His department has backed up the closing dates.
- Honey Coppage sent the list of pre and post tenure. Please look at them and correct her list as quickly as possible.

Meeting adjourned at 11:50 am

Respectfully submitted,
Jessica Pippin