

MINUTES OF THE MEETING  
DEWAR COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The Dewar College of Education Executive Committee met on Thursday, September 23, 2010, at 8:30 a.m. in Room 2050 of the Education Center with Interim Dean Lee presiding. Members present were: Gerber, Roberts, Reffel, Martinez, Leech, Myers-Jennings, Minor, Griffin, Stanley, Bauer, Leech, Pearce, Corbin, Grubbs and guest, Dasinger

**Minutes from Meeting on September 16, 2010--- Reffel**

A motion to approve the minutes of September 16, 2010 was made by Reffel and seconded by Grubbs; with no discussion, minor changes and amendments, the minutes were approved.

**Clarification on the Summer Faculty pool – Lee**

Interim Dean Lee reported that she inquired about the summer faculty budget pool and it represents summer faculty teaching salaries.

**Concern Form Process—Minor**

Dr. Minor asked about for clarification on the Concern form process regarding accumulation of three (3) Level 1 Concern forms. The interpretation of the committee was that after three **Level 1** concern forms, a Level 2 concern form will be developed. Further discussion was held about students who receive the second level one (1) concern form and the wording, “*may* be removed from the field experience or clinical experience and may receive an “F” or “U” grade in the field experience or clinical experience class or field experience or clinical experience component of the class.” Ms. Roberts will verify with the university attorney about how this process can be handled. A word file of the Concern Form is available from Ms. Hudson in the Advising Center office for faculty if they need to be able to save the form.

**COE Data Website – Bauer**

Dr. Bauer reported that the COE data website is working and will include the data elements that were requested for Title II and PAAR.

**Title II and PAAR data needs – Lee and Reffel**

Interim Dean Lee reported that we received the final form for Title II and PAAR. She again requested access to the data from IT so that we can begin to work on the Title II report that is due on November 1<sup>st</sup>.

**SACS Substantive Change Notification – Lee**

Interim Dean Lee reviewed the SACS Substantive Change notification for each program. Each department head is to send an email to Dr. Lee verifying the accuracy of the chart by Friday.

**Purchase Order Issues – Griffin**

Dr. Griffin addressed the purchase order process and the problems in determining if materials had been ordered, how materials should be ordered (P.O. vs. P-card); if materials have arrived; how to track materials that have been ordered, etc. The Executive Committee discussed the P-card process. Some departments have elected not to have P-cards for purchasing. Interim Dean

Lee asked department heads to work through budgets through the year and not wait until the end of the year to spend. Also, she asked them to develop a “wish” list for year-end expenditures and added pools.

### **Faculty Recruitment Strategies – Lee**

Interim Dean Lee [distributed questions](#) for the Dean’s vision for diversity. Department heads are asked to respond to questions 2, 3, 4, and 6. Dr. Lee encouraged Department Heads to attend the USG Diversity conference and /or send a faculty member to the conference.

[http://www.usg.edu/diversity\\_summit/program/](http://www.usg.edu/diversity_summit/program/)

### **Procedures in Emergency Situations – Grubbs**

Mr. Grubbs discussed situations when students have become ill in classes. He was wondering what the emergency procedures are in those situations, especially in evening or Saturday classes. The Quick guide to Medical Emergencies will be posted in each class. The link to the quick guide will be sent out to faculty on the coefac listserv.

### **Deans’ Council Meeting – Lee**

Interim Dean Lee shared information on the academic equipment requests that she took to the meeting and reported that the Smart Board request may be purchased with the student technology fee money. The other academic equipment requests have been ordered. Interim Dean Lee shared that reassigned time for research e-mails should be received soon (for new and last spring). For upcoming reassigned time requests, Dr. Lee will need to see a timeline for consideration.

### **CI and TI – Lee and everyone**

Interim Dean Lee asked departments to identify the top three areas to improve in the preparation of educators. Departments are to continue to discuss the TI and CI options also. Discussion will continue on October 14<sup>th</sup>.

### **Announcements**

#### **VPFA Finalists and Interviews – Lee**

Executive committee members are encouraged to attend the interviews for VPFA candidates

#### **Congrats to KSPE and AT – CAATE**

Athletic Training met all standards for CAATE.

#### **Congrats to MSRD for Quality Matters**

EDET 8010 received the Quality Matters certificate, thanks to Drs. Gerber and Pelligrino and the department.

With no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Julia M. Reffel