Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: _____C&I IT___Group__

Chairperson/Responsible Contact: _____LS /EH___

Purpose of Meeting: ___Program Activities_____

Date: ___2/16/2021__   Time: _10:00am_   Location: _Collaborate Ultra__

Departments/Groups/Agencies Represented: _LS, SD, HF, DK, EH, LH, JJ, TH

Primary Outcomes:

- Program Advising Reassignments
    - Jiyoon – Master's (P12 & Corporate)
    - Taralynn & Seha – This year's admission for C&I
    - Steve – P-12 tech apps
    - E-Ling – non-P12 tech apps + OTE/COT
    - DK & Lavern - LM (Master's & + add-ons)
    - Program coordination will slowly transition from Taralynn/Steve to Jiyoon; stays with Taralynn/Steve for this Spring until a month into the Fall; copy Jiyoon on any emails in the meantime. Same for Lorraine to DK & Lavern.
- GaPSC Rule Changes (see Taralynn's email copied below -- Taralynn, please share any additional insights/thoughts you have regarding the rule changes and their impact on our programs.)
    - GaPSC webpage will be updated.
    - Content hours: Effective 1/1/2021, new standards will apply to IT Programs. Specialist is the same (9hrs). Instead of 12 hrs, masters' get 6 hrs requirement. We can have more tech courses.
    - Coaching (#8): The first 7 are teacher standards (ISTE related), others are coaching related. Did not do more coaching masters' students are unfamiliar with IT but some are implemented in #8.
    - Filed Experience hours: Guidance on implementation on IT programs: Taralynn wanted a clarification with the field experience (Guideline #4). Minimum of 100 hrs is "recommended." Is it a requirement? We may not need to have exactly 100 hours. May affect masters' as well as specialist programs.
    - LM students will still need to follow the 100 hours (?) as they have to follow AASL rules. The hours are spread out in addition to the Internship hours.
- Rebuild Ed.S. Courses for Delivery in Fall 2021 -- 8300, 8600, and 8960

- o Elearning will help with 8300, Steve/Seha/Adjunct will work on ITED 8600. Lorraine will peer-review ITED 8960 for Taralynn.
  - o Can we get rid of the lit review component from the masters' program? – Yes, we can remove (Lorraine). Once upon a time, COE required a lit review for all the programs provided in the college. CoE Advanced Assessment of Literature Review is no longer applicable, if it does not interfere with the Handbook.
- What other Ed.S. rebuilds should be done given the new rules?
  - o None.
  - o Let's not worry about other requirements than GaPSC or SACSCOC related.
- Identify Program Changes Emerging from Meeting with Natalie
  - o What instruction do we give students when they ask. Lorraine redirects all the certification related problems with Renee, so does most of others. Email Renee (or pes@valdosta.edu) if Internship students have questions.
  - o Were there things in the meeting with Natalie that we needed to change? No.
- GMLA Attendance and Booth -- are you going or not?
  - o Lavern is attending the GMLA.
  - o People attending conferences (virtual or physical) will need the travel authorization to have it paid by the Department.
- Other Items
  - o Graduation application paperwork: One program of study that outlines what students take, instead of filling of program of studies for everyone, can be submitted alongside other graduation application paperwork to the Registrar. As long as we have one at the beginning of the program, we are fine. The actual program of studies record for individual students will be kept digitally. We still need to keep the printed copy (all signed, back from the registrar) in the student advising folder. SLM students uses this digital form (DK).
  - o There will be a new syllabus format. DEPOSITS are gone. Listing of all the program standards can be moved to the end of the syllabus, layout of the syllabus should remain the same within a program but different across etc.

Actionable Items/Planned Follow-up

- **Program Advising Reassignments**
  - o After a month into the Fall, contact the Grad School about the change in the coordinator positions (concerns Monday reports etc).
- **GaPSC Rule Change**
  - o If we don't get Shelly's response on "100 hours" by April, we can ask Karla to get an answer.
  - o Taralynn will keep asking Shelly whether the 100 hours mention is as a requirement or a recommendation (not required).
- **Rebuild Ed.S. Courses for Delivery in Fall 2021**
  - o Talk to Steve if you want your course design reviewed by the eLearning—sooner than later.
- **Conference Travels (GMLA Attendance and Booth)**
  - o Complete the Travel Authorization form. Ask Margo about the account number.
- **Others**
  - o Tell Steve if you want to order something from the printing services.