

# DEWAR COLLEGE OF EDUCATION DEPARTMENT HEAD MEETING

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Minutes from:  
September 20, 2012

## **Opening:**

The Dewar College of Education Department Head Meeting was called to order at 8:36 a.m., on Thursday, September 20, 2012, in the Dewar College of Education Conference Room, by Dr. Brian Gerber.

## **Present:**

Brian Gerber, Don Leech, Anthony Scheffler, Mike Griffin, Chuck Conner, Lynn Minor, Ellen Wiley, Rey Martinez, Barbara Radcliff, Corine Myers-Jennings, Jackson Rainer, Peggy Auman, Sophi Stevens

### **1. Approval of Minutes from Previous Meeting—(presented by Dr. Gerber)**

The minutes from August 16 and August 30 were distributed and viewed. Dr. Martinez and Dr. Auman moved to approve the minutes. All approved unanimously.

### **2. PRS—(presented by Dr. Minor, Dr. Leech, and Dr. Gerber)**

Dr. Gerber stated he valued the departmental work done, and Dr. Minor thanked everyone for their effort. Oct.1—Exhibit for PRS needs to be ready for the new developmental programs. Dr. Leech stated the reports looked great. Dr. Minor stated we have some really great programs. Dr. Gerber is determined to find out why department heads are doing so much work on reports—will try to take the responsibility of report writing off of the department heads. Dr. Rainer and Dr. Leech emphasized the need for faculty seeing the “whole big piece” to explain why reports are done. Dr. Griffin stated we need to do a better job in “connecting the dots” when doing reports. Dr. Auman stated her faculty are visiting schools all day, and this could be very stressful. Dr. Radcliff stated some of our assessments are not giving us the data we need. Dr. Minor said the statement of not being able to make changes to the assessments is not true, and it should be emphasized that changes are made based on the available data—we have a culture of continuous improvement.

Dr. Scheffler stated the reporting mechanism has interfered with the assessment system. Dr. Leech suggested we make this less complex. Dr. Griffin suggested a conduit from the assessment center. Dr. Minor stated it is a must for faculty to be involved. Dr. Scheffler stated all reporting should be transparent—this should be a goal. Dr. Griffin suggested a designated time throughout the semester to check on the reports so faculty will not get behind. Dr. Gerber stated there is a concern that colleges of education will not exist in the next 10 years, because

they are not getting the data needed to justify the need for them. Dr. Scheffler stated the budget has been attacked by the “product” people because they are tired of paying money for “process”. Teach for America (for example) has individuals who teach for one year, then become lawyers and lobbyists for this movement. Dr. Gerber suggested we become more innovative to push for the data that shows the impact of colleges of education.

### **3. Dept. Head Meeting Norms—(presented by Dr. Leech)**

Dr. Minor, Dr. Leech, and Dr. Gerber discussed meeting norms. Course and curriculum changes should be presented in department head meetings because it is a good way to meet the approval deadlines. It was also suggested to place these documents on LiveText for review. Dr. Leech said curriculum changes will be presented ahead of time. Dr. Gerber stated this would work as long as it is voted on by the whole Executive Committee (department heads and directors), and there should be no more than a two-week time frame. Dr. Minor agreed that two weeks is enough time to vote and make changes.

Dr. Leech presented the idea of sending a proxy for department head meetings. Dr. Myers-Jennings stated it can be difficult to find someone because the meetings are held on Thursdays, and colleagues are in class during this time. Dr. Martinez said it should be allowed. Dr. Griffin stated if it is known what will be discussed, that would determine if we need a proxy. Dr. Gerber suggested making it an option to send a proxy.

### **4. Course and Curriculum Changes—(presented by Dr. Leech)**

Dr. Leech opened the floor to discuss course and curriculum changes. Dr. Griffin presented changes for two classes—KSPE 8400 from 4 credit hours to 3, and KSPE 8900 from 2 credit hours to 3. Mr. Conner was present to discuss changes to the athletic department. The large internship class is being phased out, and those 12 credit hours will be distributed to other classes—clinicals. Students will remain at VSU for two additional semesters—124 hours total for the degree. After weighing pros and cons, this allows students to take a more responsible role in their internship. Also, it would be a lot cheaper for students to stay on campus. KSPE 4430 internship will be discontinued after Spring 2013. Dr. Griffin stated additional clinicals will provide students with a broader scope in their field. Dr. Leech asked about the justification for course change, and Mr. Conner said the change reflects better what students are doing—making sure students get optimal supervision while they are here. Dr. Scheffler suggested in order to “sell” this idea, the need for clinicals must be emphasized—improvement of quality in the program.

Dr. Minor explained where proposals can be found in LiveText.

Dr. Martinez presented changes for the doctoral program. The rationale is looking at the percentiles—these are target scores, not cutoff scores. If the criteria is quantitative, the justification would be a lot stronger for admission standards. Dr. Leech stated we must give grad school scale scores, and the scores must be interpreted correctly when they are read in the

catalog. Dr. Rainer suggested rewording it. Dr. Martinez suggested changing the wording from “Minimum GRE Requirements” to “Target GRE Requirements.” Dr. Griffin suggested a rubric should be done. Dr. Leech stated a mechanism should be used if someone is denied admittance—average GRE scores should be published to show the scale. Dr. Scheffler suggested eliminating the degree of subjectivity in qualifications rubric.

Dr. Martinez would like for a statement to be added to the website of how many times a student can take the Comp. Exam. Dr. Scheffler stated these are good mechanisms for admissions.

Dr. Martinez presented a change of grading mode for ACED 7950—changed to “U” or “S”. He also presented a revision for the Bachelor of Science Degree with a Major in Workforce Education and Development (Workforce Training and Development Option) program—all courses in Area F must be completed with at grade of C or better.

These changes will be voted on at the next meeting.

#### Curriculum Changes

[AACTE Guiding principles for preparing educators to meet the needs of military connected students](#)

[AACTE operation educate the educators](#)

[Request for a curriculum change – KSPE Senior curriculum](#)

[Request for a new course – KSPE 3500](#)

[Request for a new course – KSPE 4442](#)

[Request for a new course – KSPE 4443](#)

[Request for a revised catalogue copy – Bachelor of Science degree with a major in office administration and technology](#)

[Request for a revised catalogue copy – Bachelor of Science degree with a major in workforce education and development option](#)

[Request for a revised catalogue copy – Doctor of Education with a major in ACED](#)

[Request for a revised catalogue copy – Masters of education with a major in ACED Workforce education and development option](#)

[Request for a revised course – ACED 7950](#)

#### **5. Doctoral Faculty Criteria—(presented by Dr. Leech)**

Dr. Leech stated the idea was to look at the status, and add the concept of co-chair to include the incoming faculty to get help with chairing committees. Dr. Auman asked if there is a minimum number of times a person could co-chair to become a chair, and Dr. Leech said only one time is all it takes to become a chair of a committee—trying to streamline this in order to provide more support for the doctoral students. Dr. Martinez recommended writing this is in promotion and tenure paperwork for faculty to get credit for what they do. Also, he suggested the need to have something in place college-wide. Dr. Griffin asked for this to be acknowledged university-wide as well. Dr. Martinez and Dr. Auman moved to approve. All were in favor of the decision.

## [Criteria for doctoral faculty status](#)

### **6. Library Book Acquisition—(presented by Dr. Gerber)**

Dr. Gerber issued cards and asked department heads to give it to their library liaison. The liaison will fill it out and return it to the library by September 28, 2012.

### **7. Meeting Needs of Military Connected Students—(presented by Dr. Gerber)**

Dr. Gerber distributed the following handouts from AACTE (American Association of Colleges for Teacher Education): “Guiding Principles for Preparing Educators to Meet the Needs of Military-Connected Students”, and “Operation Educate for Educators.”

### **8. NCATE/PSC—(presented by All)**

Dr. Gerber stated a visit from NCATE is scheduled for Fall 2013. We are too far behind—due to the changes in department heads, new deans, new presidents, and it takes time to put things in place. Therefore, the college may need to apply for a deferral for another year—the standards will not change. Dr. Auman talked about her experience at FAMU with a deferral—they had 18 months to work with and passed. Dr. Leech said we need to build on the work that has been done—do not abandon it. Dr. Scheffler stated NCATE will look at the unit as a whole, not just a program. NCATE will do an offsite visit first, and will visit the university for only 3 days. Assuming the deferral is supported by PSC, the deferral will be until Fall 2014. Dr. Gerber stated he will approach this with Dr. Hull. Dr. Griffin and Dr. Auman moved to approve the deferral. All were in favor for the deferral.

### **9. Institutional Effectiveness Reports—(presented by Dr. Minor)**

Dr. Minor said Michael Black has requested for department heads to submit I/E plans (with 3 to 4 goals) for the Literacy Center and Center for Gifted Studies using the Community Service/Research Units form. September 30 is the due date.

On VSU’s web site, this document can be found by selecting the following options: from the drop-down menu on the home page, select Strategic Research & Analysis; on the left side menu, select SACS; from the choices listed, select Comprehensive Program Review, and finally, select Community Service/Research Units—found under the caption, “STUDENT LEARNING OUTCOMES PLANNING AND ASSESSMENT (YEARLY).”

Dr. Minor stated it is not necessary to include every assessment for each department—just 3 or 4 assessments that department heads want to emphasize is all that is needed. This can be submitted electronically to Dr. Minor, and it can be signed electronically.

## **10. Announcements:**

Dr. Martinez stated his department offered two suggestions for renaming the college: College of Education and Professional Studies (this is the preference), or College of Education and Social Sciences. The Psychology Department's suggestion was College Of Education and Human Sciences. Some concern was discussed about the name possibly interfering with other colleges—e.g. the name “Human Sciences” could interfere with the Biology Department.

Dr. Martinez announced there will be an advertisement in the Valdosta Daily Times newspaper on Sunday, next Wednesday, and the following Sunday, for the Workforce Education and Development Bachelor of Science degree at Moody Air Force Base.

## **11. Adjournment:**

Meeting was adjourned at 10:42 a.m., by Dr. Brian Gerber.

The next Department Head Meeting is scheduled for Thursday, October 18, 2012, at 8:30 a.m., in the Dewar College of Education Conference Room.