

DEPARTMENT HEAD MEETING
(01/16/14)

Attendance: Reynaldo L. Martinez, Jr., Kate Warner, Barbie Radcliffe, Corine Myers-Jennings, Natalie Kulhmann, Anthony Scheffler, Don Leech, Brian Gerber, Mike Griffin, Lynn Minor, Leon Pate, Jack Rainer, Mizanur Miah, Festus Obiakor

Meeting called to order by Dr. Gerber at 8:34 a.m.

Approval of Meeting Minutes: All minutes were approved in December. There were no minutes to approve during this meeting.

Course/Curriculum Changes: Dr. Rainer and Dr. Miah presented changes to their course and/or curriculum. Both have provided handouts.

Dr. Rainer requested changes involving PSYC Clinical/Counsel Program, EdS in School Counseling and BA/AB Psychology Curriculum changes. He provided a hand-out carefully outlining these change requests. Dr. Rainer proposed a motion to accept all changes, Dr. Pate seconded said motion. No one abstained and the motion passed via consensus.

Dr. Miah requested changes involving the Master of Social Work program. He also provided hand-outs carefully outlining the proposed changes. These two changes were both in regard to admissions into the program. Discussion ensued regarding minor wording corrections to both proposed changes. Dr. Obiakor proposed a motion to accept the changes pending the changes, Dr. Pate seconded said motion. No one abstained and the motion passed via consensus.

CAEP Transformation Initiative Option: Dr. Gerber presented participants with an initiative option with regard to CAEP. VSU is currently working toward a “continually improving” model to meet CAEP standards. However, the Professional Standards Commission has encouraged him, and VSU, to move toward a more transformation initiative. Very few schools are doing this type of model at the moment. The transformation initiative is a more cutting edge type approach to meeting CAEP standards. This will be a more clinically based movement. Every department will need to be involved in some way; however, not every department will need the same clinical model. Clinical models should be specific to concentration areas. VSU is not looking for a “standard model,” however, each model will need to be well defined and firmly grounded in research. This does not necessarily need to be something we have done and can show CAEP, we just need to begin creating a plan. We need to try to uncover new ways of doing things. This initiative will still need to meet the standards of CAEP. Dr. Obiakor motioned to move toward the transformation initiative option; Dr. Myers-Jennings seconded said motion. No one abstained and the motion passed via consensus.

Overview Section of the CAEP Report: Dr. Scheffler explained that the potential guidelines indicate the old conceptual framework is not what CAEP wants. They would like more of an overview. This overview will go in the catalog, but we want to look at this as a whole. We will need a statement and table to show where we are applying the standards. You can/should use the outline provided to us. This outline will be expanded to show the standards with more depth.

Program Coordinator Job Description: Dr. Leech provided those present with a hand-out with a draft template of what the Academic Program Coordinator Position Description. This is just a simple template and can be tweaked to fit each program. VSU needs to look what “rewards” or “incentives can be provided to Program Coordinators. Each department also needs to determine what programs get a coordinator. Dr. Miah stated the position needs to be well defined and the process needs to be discussed, along with the parameters of the position, i.e. whether they can be dismissed if necessary. Dr. Leech reiterated that the Program Coordinator needs to be chosen from existing faculty. This position is not meant to be all put on one person. The description needs to make sure the parameters are specific and not so vague that it could be encompass anything.

Program Matrix of Themes: Dr. Scheffler and Ms. Kulhmann presented the department heads with a drafted example of the College of Education and Human Services Course Syllabi Matrix and with a list of unavailable course syllabi. This is to demonstrate how a student should progress through a program. CAEP is going to ask for a progression of a degree. While this matrix is for their purposes, any department should be able to look at the program and see if it makes sense and make sure it is logical. These matrices will be specific to each course of study. All departments need to provide Ms. Kulhmann with their syllabi and need to keep in mind any syllabi should reflect what is actually being taught in the course, not what the course is called. While VSU is doing this now for CAEP, it is going to be beneficial to all departments because it will provide the department with an overall program view and should show their intended outcomes.

College and Dept. Level Advisory Councils: Dr. Scheffler provided a handout showing departments within the College of Education that need to provide documentation of “regular” meetings. These types of meetings are referring to advisory council meetings. He has requested a copy of any and all minutes each department has.

Department Websites: Dr. Scheffler stated part of the college initiative to improve VSU, each department needs to make sure their website reflects their character and information is up to date and current. These websites are the best way of advertising/marketing to new, potential students. If we have them, we need to use them. Each department needs to have someone who is in charge of their site and administers the program.

Admission to Teacher Education Requirements: Per Dr. Leech, this is simply an FYI item. Each department needs to go in and look at the college catalog, their policies for their programs and for the College of Education as a whole. These are the changes being made to the catalog; however, the process and procedure need to go through each department.

Announcements:

- Dr. Gerber would like to conduct a work load study. He would like to have something to him as quickly as possible. This will reflect each department's desired recommendation for what workloads should look like. This is each department's opportunity to change the way things are working now. VSU is trying to be consistent and transparent.
- Budgets: Dr. Gerber explained that the College of Education has the most complex budget at VSU. Even with each department having their budgets, VSU as a whole had approximately \$10 million not used. Therefore, please spend your budgeted money. If you do not think you can spend any more budgeted money, please go see Dr. Gerber. There is likely money out there for reasonable requests. VSU is working on a real time budget which will allow you to see your budget more quickly.

Meeting adjourned at 10:53 a.m.

Respectfully submitted,
Jessica Pippin