

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

DEPARTMENT HEAD MEETING

(02/13/14)

Attendance: Barbie Radcliffe, Anthony Scheffler, Brian Gerber, Don Leech, Mike Griffin, Leon Pate, Jack Rainer, Kate Warner, Reynaldo Martinez, Mizanur Miah, Kelly Heckaman

Meeting called to order by Dr. Gerber at 8:33 a.m.

Approval of Meeting Minutes: The minutes from 01.16.14 were reviewed. Dr. Pate motioned to accept the minutes with one minor correction. Dr. Rainer seconded the same. No one abstained and said motion passed by consensus.

Curriculum Changes ECSE, COEHS Grad Catalog – Dr. Heckaman provided the committee with three handouts regarding curriculum changes within the ECSE Department. She stated there is no SEGC 6010 course and this course does not exist. The recommended change is to replace it with SEAC 6010. Dr. Heckaman also established the need for general cleaning-up to reflect a more flowing course of study. Dr. Martinez suggested using a deactivation form to deactivate SEGC 6010 if this course does not exist. This form would need to be contingent upon the approval of the change of curriculum previously submitted. She also stated the need for changes in the program admission requirements. The department has increased the GPA to 2.75, as well as, cleaning up some of language used. The ECSE Department is trying to make everything more consistent. The last proposed changes are to admission requirements with regard to PSC and certification upgrades. Dr. Heckaman has broadened the wording as per the new changes to admission policies to allowing admission to the M.A.T. programs for certification updates by the Ga PSC. Lastly, Dr. Heckaman advised of the link needing to be updated allowing students to be directed to the appropriate site, not simply the Graduate Catalog homepage. As of right now, it is linked to the Graduate Catalog's welcome page, not where the student needs to go directly. Dr. Pate motioned to accept the changes presented by Dr. Heckaman, Dr. Obiakor seconded the motion. No one abstained and said motion passed via consensus.

Dr. Leech provided a handout with curriculum changes. These changes reflect the same changes presented at the February 6th Executive Meeting. Dr. Leech has made changes to the introduction and diversity sections. The first section is an introduction of the intent of the College of Education and is not meant to be the mission statement. The diversity section of the Graduate Catalog has been vested with the Diversity Committee and reflects the College of Education's vision for the diversity of the college. Dr. Pate motioned to adopt the proposed changes with the addition of minor spelling and grammatical changes and Dr. Martinez seconded the same. No one abstained and said motion passed by consensus.

Budget – Discussion ensued regarding the budgets of each department within the College of Education.

Additional Information – Dr. Gerber presented several additional informational pieces to the committee. They are as follows:

- REMINDER: Information relating to each department's advisory boards need to be provided to Dr. Gerber, Dr. Scheffler, and/or Dr. Leech as soon as possible. The sooner the minutes from those meetings can be logged; the less likely we will have to explain to CAEP why we don't have additional minutes. The Deans need minutes as far back as each department can provide. This is an area we want to continually improve on and be able to show CAEP that we are continually improving.
- Dr. Gerber announced that the Masters of Library Science is being added to the College of Education. At this point, they suspended a department head search for this group until they get moved over here. Once this department gets established in the COE, they will reinstitute the search for a department head.

- VSU has instituted a budget \$500 per student for graduate students presenting.
- Discussion about graduates walking early has come up. Backlash regarding graduates not being allowed to walk early has ensued. Dr. Gerber has voiced his opinion regarding the situation. VSU is going to propose that if a student has 6 hours or less remaining and is in good standing, or for other justifiable reasons, they will be allowed to walk. Dr. Gerber did pose the question, "Would it be beneficial to have a summer graduate/master's programs 'hooding ceremony?'" He requested the committee reflect on the possibility.
- Department head evaluations are going to be conducted by Dr. Gerber. He has been instructed to write an evaluation strictly on the management of the Department Head. However, in the letter to go into each Department Head's file, he is also going to comment on the three other areas in which VSU looks at for tenure purposes. He will meet with each Department Head individually.
- Faculty work load policies. These need to be to Dr. Gerber as quickly as possible. He will need to provide this request to Dr. Danahar by March 6th. If you do not have it sent to him by now, please do this quickly.
- Dr. Danahar has requested a "wish list" from this college. Because VSU had unclaimed money left from last year, Dr. Gerber is asking each department to let him know of non-reoccurring items that they would like to have for their department.

Meeting adjourned at 10:19 a.m.

Respectfully submitted,
Jessica Pippin