

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

DEPARTMENT HEAD MEETING

(04/03/14)

Attendance: Barbie Radcliffe, Anthony Scheffler, Brian Gerber, Don Leech, Mike Griffin, Leon Pate, Jack Rainer, Kate Warner, Reynaldo Martinez, Corine Myers-Jennings, Lynn Minor, Natalie Kuhlmann, Doug Farwell, Festus Obiakor, and Michael Schmidt

Meeting called to order by Dr. Gerber at 8:35 a.m.

Approval of Meeting Minutes: The minutes from 02.13.14 were tabled until the next Department Head Meeting.

Online Continuous Improvement Platform: – Dr. Scheffler introduced matrices and explains how VSU is currently working on the “show me” factor of the information for accreditation. This matrix process is just the beginning of what the end result would be. We will begin with matrices and will talk about how to roll this out to the faculty. This process is something very novel in the CAEP world. This was an idea that Dr. Scheffler cultivated and is something very unique. It has grown and will continue to grow as the process continues. It is being called a continuous improvement matrix. (please see handout). Natalie provided each Department Head with department specific handouts. This process is planned for initial teacher preparation for now, but with the idea of continuing this throughout the entire COEHS. Natalie also provided handouts (6 proficiency sets). Dr. Minor explained how to complete the continuous improvement matrix. Dr. Scheffler stated each course may not address each level of proficiency level, across the program of study they need to have a progression of proficiencies and increasing throughout the program. This is not necessarily going to be achieved within one particular class. The COEHS is trying to be very transparent and obtaining measurements of how to improve our programs. We need a starting place and this is going to be a start place. We are at the organization level now and are laying the platform for continual growth.

At this point, everything is online. As previously mentioned, we are being as transparent as possible and you can see any other department’s progress to see where you are and to collaborate with other departments. The assessments will be key course assessments. The key course assessments will be in another phase. However, the programs will need to outline two key assessments within each proficiency.

The CAEP visit is dictating the timeline, not the process itself. Really this type of information is already being done; it is just the Department Head’s job to try to organize the task/information departments are already doing.

Course and Curriculum Changes – ACED: Modification to the Master of Education with a Major in Adult and Career Education degree program. All applicants were required to take GRE/MAT and Dr. Martinez has proposed changing the requirements to not requiring the GRE/MAT if the student holds an overall undergraduate 3.0 GPA or better. Dr. Leech pointed out that he will need an additional request for the Teacher Preparation Program only to specify an entrance GPA of 2.75 and the other two programs to reflect an entrance GPA 2.5. A motion to approve the changes with amendments was made by Dr. Martinez and was seconded. No one abstained and said motion passed via consensus.

Announcements/ Dean's Update:

- Department Head evaluations are completed. Dr. Gerber requested that all Department Heads set up a meeting the week of the 7th (a short 30 minute meeting) to review each evaluation.
- Dr. Gerber extended his "Thanks" for working on the merit increases. He stated Dr. Danahar has until the 15th to approve said increases.
- Dr. Gerber also extended his gratitude for each member's work on the load policy. They are looking at the results (collaborative report) and will likely distribute the same at next meeting. Dr. Gerber has expressed his concern of trying to fit everyone into a specific model to the Dean's Council.
- Dr. Gerber also reminded the staff of the Tobacco and Smoke Free policy that will take place on October 1st. This will include ALL types of tobacco products. Hopefully this will be a small move and will help keep insurance costs down for university as a whole.

Meeting adjourned at approximately 10:30 a.m.

Respectfully submitted,
Jessica Pippin