

**Faculty meeting
August 7, 2013
9:00 – 12:00
Room 1130**

Present:

Dr. Debbie Paine	Dr. Ellice Martin	Dr. Dawn Lambeth
Dr. Jennifer Beal-Alvarez	Dr. Nanci Scheetz	Ms. Christia Williams
Dr. Bob Spires	Dr. Barbara Radcliffe	Ms. Melody Fuller
Dr. Lisa Jones-Moore	Dr. Sean Lennon	Dr. JT Cox
Mr. Scott Grubbs	Dr. Brenda Dixey	Dr. Regina Suriel
Ms. Julia McKissack		

Introductions of new faculty: Dr. Jennifer Beal-Alvarez, Dr. Bob Spires, Dr. Regina Suriel, Dr. Debbie Paine

Presentation to Dr. Radcliffe: Dr. Scheetz and Ms. Fuller presented a gift on behalf of the department welcoming Dr. Radcliffe as the permanent department head.

Congratulations: Dr. Martin appointed to state Board of Directors of the Department of Behavioral Health and Developmental Disabilities; Dr. Lennon and Dr. Lambeth have published; Dr. Scheetz won the Faculty Excellence in Teaching Award

Faculty Meetings for Fall Semester set for the first Tuesday of each month, 12:00 – 2:00

Advisory about online/distance students: Due to regulations in each state, VSU cannot accept online or distance students from Florida, Alabama and Maryland.

NCATE/CAEP Preparation:

- Live Text reports should have been finished in May 2013
- PAAR report due for completion in October 2013
- PRS due for completion in June 2014

Program Meetings:

- Program coordinators are to meet regularly with program faculty; collaborate to write reports, not do all the work
- Prepare minutes of the meetings on the COE Meeting Documentation Form
- Choose 1 or 2 focus areas for the year; programs need measurable outcomes and goals

Supervision of Student Teaching:

- All faculty have standing authority to travel for supervision
- Office hours should not overlap with supervision hours. Office hours must be 10 hrs per week over at least three days; students need access at times that make sense
- File for supervision expense reimbursement every month

Funds:

- Supervision (Fund 10500, Department 1341041, Program 11100, Class 11000)
 - Submit at the end of each moth
 - Funded through the Dean’s office
 - Graduate Assistant in Dean’s office can assist with filing for supervision reimbursement
- Travel (Fund 10500 Dept 1131013 Program 11100 Class 11000)
 - Faculty are authorized \$2000 per year
 - Must submit Authority to Travel web form
 - Dr. Radcliffe is the first approver

Advising

- Fall 2013: August 8, 10:00 – 12:00, Room 2106
- For Spring 2014: 7 – 25 October
- Advising times in addition to Office Hours

Committees and Service: Handout given in meeting; faculty to check three top choices for Department Service and College Committees

Departmental:

Advisory Board	ASL Club Sponsor (Williams)	Faculty Search Committee
Foundation	Graduate Admission Appeals	Hospitality
Library Liaison	Publicity	Promotion and Tenure

University: Representative needed on Undergraduate Research Council

Office Hours :

- 10 hours per week over at least 3 days during hours students are typically on campus
- Cannot overlap with supervision
- Faculty are expected to be available both to students and to work on departmental and program needs

Absences:

- Complete Authorization to Travel, have secretary add to calendar
- Personal; contact secretary and copy dept head, Report absence in ADP. Secretary can assist in ADP reporting if needed

Board of Regents Policy on sick leave: BOR Policy 802.07.02 & 802.07.03

The following provisions for the reporting of sick leave shall apply to all full-time faculty on 9 or 10 month contracts, employed by institutions of the USG, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service:

1. Faculty is responsible for informing their immediate supervisors of any illness that prohibits them from meeting their assigned responsibilities
2. In reporting sick leave, faculty will report leave based on the number of whole hours sick as defined by the BOR Policy 802.07, with a full day being eight hours, a half day being four hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty hour workweek
3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule

Program Meeting Agenda:

- Look at the data from LiveText
- Identify areas needing attention/changes necessary for program improvement
- Complete the Use of Data Section in LT
- Revisit last year's IEP
- Prioritize areas needing attention in the program
- Choose 1-2 areas as focus points this year
- Start discussing/making plans for addressing these areas
- Identify time to meet throughout the semester to work on the 1-2 focused areas
- Final Goal: Program improvement based on data (1-2 initiatives completed by end of the academic year)

Important dates:

September 6: Institutional Effectiveness Report and Institutional Effectiveness Plans due

October 7-25: Advising