MSRDE Department Meeting Minutes

19 November 2012, 9:00 – 11:00

Present:

Dr. Radcliffe  Dr. Brasell
Dr. Cox  Dr. Martin
Dr. Martinez  Ms. Williams
Dr. Scheetz  Dr. Walker
Mr. Grubbs  Ms. Fuller

1) Congratulations extended to Dr. Martin, Dr. Martinez and Dr. Pienta on their AERA presentations.

2) Reports presented by program coordinators
   a. DEAF/INTP/ASL – no program meetings held since last department meeting
   b. EDAT – Conversion mechanism completed
   c. EDET – Teacher Leadership has cleared Graduate Executive & Academic Committees and is submitted to Professional Standards Commission
   d. MGE – Swift work needed for curriculum changes – they need to get through Academic Committee by February
   e. MAT – Final meeting to be held 11/26; will be looking back at FALL 12; discussing prerequisite changes. Students must complete content prior to entering MAT program. NB: Provisional certificate valid for 3 years, not 5
   f. READ – No program update

3) Committee Reports
   a. Faculty Excellence Initiative – Dr. Martinez passed around a handout; faculty morale a concern due to bureaucratic requirements; travel software cumbersome
   b. Search committee – 2 candidates for Deaf Ed position interviewing last week of November; each has strong credentials
   c. Publicity – MSRD needs brochures to hand out at recruiting/parent weekend/orientations; new brochures needed due to program changes. Website is on new web platform & dept needs photos of faculty on web – email peleavy@valdosta.edu to take pictures
   d. Wellness – Active For Life runs until 2 December; MSRD currently in 5th place. Campus walking club starts in February
   e. Graduate program admissions – Dr. Martin has charts for clarification on admissions requirements
4) Enrollment/Retention:
   a. Enrollment is down. Retention: face to face meetings, phone calls to help retain quality students without lowering standards
   b. Course caps increasing – how to support the increased student load?
   c. Student relations – offer more guidance and support to students without lowering standards/lessening academic rigor
      i. How to maintain balance between attracting high enough numbers of students while gaining quality students
      ii. Too many negative/unsatisfactory issues this semester with students – not finishing coursework, concern forms, problems with field experience;
   d. Marketing –
      i. Publish two-year rotation of courses so students know what a course load will look like
      ii. Make tables available to students so they can know the cost of the program (Table attached)

5) Advising –
   a. Too many errors –
      i. Check with Mimi in the advising center if anything is questionable
      ii. Mimi will be doing refresher training for the faculty
      iii. Refer to a Check Sheet when advising transfer students
   b. Changes to requirements for undergraduates
   c. Use Degree Works – has been upgraded and now functions as intended

6) Travel
   a. Attachment – travel expense worksheet to be used to record expenses; to be attached with receipts and other documentation when requesting reimbursement
   b. Two volunteers needed – GA will act as a proxy, be tasked to input travel expenses for all volunteers in COE

7) New form to document meetings in COE: “Dewar COE Meeting Documentation Form”

8) Announcements –
   a. Desire2Learn (D2L) will be deploying in Spring – training sessions will be available
   b. EVIRX will not be required in Spring; program found to be unusable due to information security concerns, poor software quality, upload problems (students uploading via YouTube because EVIRX doesn’t work). Ms. Williams proposed trying GoReact; she will coordinate with Dr. Scheffler about this program and report back to dept.