Present:

Dr. Regina Suriel       Ms. Melody Fuller       Dr. JT Cox
Dr. Brenda Dixey        Dr. Bob Spires        Dr. Sean Lennon
Dr. Dawn Lambeth        Dr. Debbie Paine       Ms. Christia Williams
Dr. James Martinez      Dr. Barbara Radcliffe  Mr. Scott Grubbs
Ms. Julie McKissack     Dr. Nanci Scheetz      Ms. Stormi St John

Update from Dr. Radcliffe: IER and IEP reports were finished and submitted by due date

NCATE/CAEP Preparation – Dr. Scheffler: NCATE being phased out over the next 5 years and replaced with CAEP so COEHS should now pursue CAEP accreditation. VSU and Mercer are the first two universities rolling out CAEP preparation. Evidence collected for NCATE can be used to fit CAEP narrative. CAEP standards published, but no rubrics will be forthcoming until January 2014. Faculty have the capability to change and define appropriate indicators.

Preparation Approval Annual Report

No changes to format or data collection process from last year
Webinar October 8th at 1:30 (Dean’s Conference Room)
Due October 15
Update PRS Tables – Must be completed by May 15

edTPA Update – Beal-Alvarez/Fuller: Ms. Fuller reports committee organized; orientation and training attended; academic language webinar attended; future conference attendance discussed. Committee has discussed planning and organization on how to prepare students for external assessments.

Program Updates

ASL/INTP – Williams: Proposed change – Move ASL III & ASL IV to Area F prior to senior curriculum; ensure students have a foundation of the language.

DEAF – Scheetz
Program Changes – New Courses: Request to change SPEC to DEAF was not well received; instead a new course is proposed. DEAF 3040: Legal and Ethical Issues for Deaf Educators. Motion: Dr. Paine; seconded: Dr. Cox. Motion approved

EDAT – Lennon: EDAT coordinators have reduced assessments required from 16 to 8.
EDET – Martinez (for Martin): Enrollment for Teacher Leadership program is up. Courses have been revised. Ed.S. portfolio has been revised.

MAT/MSED – Grubbs et al.: Dr. Cox suggested some changes to catch problem students earlier. Suggestion to revise the curriculum to require a writing test and interview for admission.

MGED – Paine: Dr. Paine reports consistency needed in the following areas: Methods, lesson planning, reporting in LiveText. Suggested requiring 3.0 GPA in Area F and content courses

MGMS – McKissack: No updates to report

READ – Dixey
Program Changes – Course Change Forms: moving toward Reading program going completely online

Advising
Advising Sign-up sheet out (Advising: October 7-25): Spring schedule of classes not in Banner.

Layout possible plan for finishing the program: Look at grades, especially in content area courses. Make students aware when work/performance is inadequate.

Ask students to complete advisor evaluation forms

GACE Content Assessment – Eligibility: MSRD determines when students are ready to take GACE content assessment so that knowledge gaps can be caught and corrected; department informs Dr. Minor’s office, which then makes students eligible to register.

Textbook requests: All textbook requests must go into the faculty portal

Faculty collaboration: Proposal to develop an Area of Expertise matrix; faculty send their areas of expertise/interest (ex: research, assessment, statistics, etc) to the secretary to develop the matrix

Sharing/Celebrating
American Sign Language I and II – Christia: 2 ASL INTP students selected to represent VSU at GaRID: TJ Gray and Jillian Wright

Publications: Dr. Jones-Moore published a book; Dr. Lennon published a paper; 2 of Dr. Martinez’s students published a piece in EDSPEC

Conference Presentations: Dr. Dixey and Dr. Lennon will be presenting at International Society for Social Studies & Humanities. Dr. Suriel will be presenting at online forum Latinos in Science Education
Food for Thought: Middle School Milers are in 2\textsuperscript{nd} place in Active For Life. Health Fair on 31 October

**Field Experience Requests – Handout given in meeting**
- Fill out form – Green for Spring 14, Apprenticeship application
- Submit 3 weeks in advance
- Candidates must fill out an application

**Funding Pools Released – Handout given in meeting**
- Prepare orders with quotes
- Old golden rod/now e-Pro (See Stormi for help)

**Service Committees**
- COEHS Committee Representative Final Approval
- Educator Preparation Council – Representatives
- Assessment Committee – “Under Review”

**Travel**
- New Fleet of Vehicles
  - Check First – Auxiliary Services controls the vehicles; not usually available on short notice, reserve as soon as possible
  - Fuel Card – Need Driver ID Number (Takes time); prepare a couple of weeks in advance at minimum
  - Rental Cars – Hertz. Enterprise is no longer VSU’s preferred provider

Supervision (Fund 10500, Dept. 1341041, Program 11100, Class 11000)
- Must submit at the end of each month
- Funded through Dean’s Office
- Radcliffe – 1\textsuperscript{st} Approver
- Leech – 2\textsuperscript{nd} Approver (dwleech)

Teaching off campus (Fund 10500, Dept. 1341042, Program 11100, Class 11000)

Professional (Fund 10500, Dept. 1131013, Program 11100, Class 11000)
- $2000/year
- Must submit authorization to travel
- Radcliffe – 1\textsuperscript{st} Approver

**Announcements**
- COEHS Homecoming Alumni Reception – Oct 4\textsuperscript{th} 5-6:45pm - Jennett Lawn. Faculty presence desired and requested

**Important Dates**
*October 1*
- Advising Sign-up sheet out (Advising: October 7-25)
October 3
   Midterm

October 20th
   VSU Recruitment - Atlanta

October 28th-November 22nd
   Early registration for Spring 2014

November 25th-29th
   Thanksgiving Break (no classes)

December 2nd
   Last Day of Class

December 3rd
   Exam Preparation Day

December 4th-6th
   Final Examinations

December 7th
   Graduation

December 9th
   Final Grades Due by 9 am

Faculty Meetings for the Fall Semester – First Tuesday (12:00-2:00)
   November 5th
   December 3rd