

MSRD Faculty Meeting

October 22, 2012

9:00-11:00am

Present:

Dr. Barbara Radcliffe
Ms. Melody Fuller
Dr. J.T. Cox
Dr. Nanci Scheetz
Dr. Heather Brasell

Ms. Christia Williams
Dr. Lisa Jones-Moore
Dr. Brenda Dixey
Dr. Julie Lee
Dr. Gidget Ryskamp

Dr. Dawn Lambeth
Dr. Juan Walker
Mr. Scott Grubbs
Dr. Sean Lennon
Ms. Stormi St John

1. Program Coordinator Reports

- DEAF/INTP/ASL – Dr. Scheetz and Ms. Williams are studying the feasibility of adding ESOL classes to the Deaf Ed and ASL programs
- MGE – Dr. Ryskamp will speak to each member individually and update the group at a later date
- MAT – Mr. Grubbs spoke about some upcoming changes and clarifications to the MAT program admission requirements
- M.Ed. – Dr. Lambeth stressed the importance of introducing MSRDE faculty to administrators in local schools
- READ – Dr. Dixey spoke briefly about recruitment to the Reading Ed program and the possibility of taking the entire program online

2. Committee Reports

- Advisory Board – Mr. Grubbs updated the department on the upcoming meeting; menu set and invitations sent out; agenda items and input needed by members prior to meeting
- Faculty Excellence Initiative – Dr. Martinez not present; issue tabled
- Search Committee – 4 applicants for open Deaf Ed position, continuing search from prior year; otherwise a hiring freeze across the College
- Publicity – Dr. Jones-Moore will need training on the new VSU platform in order to edit MSRDE website; has requested a password-protected page for this department. Needs information on each program from coordinators by November 24th

3. Reports

- Positive Feedback on IER/IEP
- PAAR

- i. Due October 25
 - ii. Faculty were asked to update credentials on a hard copy and give to the secretary to update online
- LiveText
 - i. All LiveText data needs to be input by the date final grades are due (Fall 2012 due by 9 AM, December 10, 2012)
 - ii. End of the semester report

4. New Items

- e-Learning Department – Dr. Scheffler, Meg Moore and Amanda King will be leaving COE; discussion about possible replacement of one position in MSRDE to advise GOML/D2L students
- Advising Surveys
 - i. Hard Copies – archived by secretary until end of semester
 - ii. Link – Data Warehouse – link preferred
- Instructional Advisement Form – Ms. Fuller created an Instructional Advisement form to help inform students of or correct performance or behavior problems; can be used prior to or instead of a Concern Form depending on frequency/severity of issues. Secretary will create a database to track frequency of IA forms given to students
- Travel Reimbursement Procedures (attachment to agenda) – new regulations effective 10/1/12 result in changes to reimbursement procedures. Hard copies of expense report and receipt attachments now required to be submitted to approving manager
- Final Exam Operating Procedures – discussed and clarified by Department
- Graduate Admission Standards – attachment to meeting agenda detailing minimum GRE/MAT scores required
 - i. Admissions Rubric
- Academic Writing across Programs – Dr. Lambeth not present; Dr. Brasell spoke about developing a model for students to demonstrate APA writing

5. Advising

- Advising continues through October 26
- Advisee Surveys – students may complete a hard copy and give to the MSRDE secretary or complete a survey online; online option more in line with the rest of university

6. Reminders

- Textbooks Orders were due to the bookstore by 15 October
- Do not sell to textbook purchasers
- Visitation Day (November 9)

7. Announcements

- Foundation Drive – Mr. Grubbs spoke about the Give a Minute campaign
- Presentation of Boss' Day card and gift to Dr. Radcliffe

