

## **COLLEGE OF EDUCATION EXECUTIVE COMMITTEE MEETING JANUARY 12, 2006**

### **Welcome Dr. Judd**

Dean Gunter began the 01/12/06 meeting by congratulating Dr. Diane Judd on her precedent-setting appointment as the new assistant department head of Early Childhood and Reading. Dr. Gunter stated that her appointment shows that Dr. Levy will attend to and assist with substantive proposals.

### **Faculty Assistance with Admission to Teacher Education**

Dr. Gunter reminded department heads to please thank the faculty for checking on teacher education admission status in their courses. Only 2 students are presently in courses for which they do not meet requirements. While 82 students were dropped from classes, 80 of those students are in courses now for which they have met requirements. Appeals are also down. Of 21 appeals, 16 were approved and 5 denied, representing a substantial improvement from previous semesters.

### **Construction Update**

Dr. Gunter indicated that the bid process was completed over the holidays; and the selected company has 180 days from 01/03/06 to complete reconstruction of the advisement center. The previous counter has been removed, and the area cleared. Placement of a plastic wall to contain construction materials and dust will be the next step. In other potential construction, MRR funds have been requested to extend downstairs office walls to the ceiling for purposes of privacy.

### **Faculty & Department Head Evaluations**

According to Dean Gunter, Dr. Levy has extended the deadline for faculty and department head evaluations by 20 days with a due date now of 02/26/06.

### **Evaluation of Instruction**

On 01/11/06 Mark Swift completed the distribution of results from the paper/pencil evaluations of instruction. Although some coding errors necessitated additional time for completion of the process, results are available in time for faculty evaluations, according to Dr. Gunter. Dr. Lee will investigate the difference in return rate between the paper/pencil and web-completed evaluations. Dr. Ducharme commented that faculty in her department were impressed by the short turnaround time for the paper/pencil evaluations.

### **2999 and Midterm Grades**

Maggie Roberts requested that students be apprised of the computer/technology assessments to be conducted on 02/10/06 and 02/24/06 (prior to midterm). The assessment process will take place in the Special Ed lab as well as the lab in COE Room 244. The labs will be open from 9-10:30 a.m. and from 12-1:30 p.m. on these

two Fridays as well as on 03/10/06 at the same times. A section of nine off-campus students at South Georgia College will undergo assessment as well. In addition to the computer assessment, Maggie reminded committee members that 02/03/06 is the due date for purchase of LiveText. By 02/10/06, students should have the form confirming their purchase of LiveText. Teacher education students who have not met these requirements will not be allowed to pre-register. Maggie's office will manage this teacher education requirement as well as requirements for transfer students.

### **Partnership School Placements**

Dr. McGahee provided a list of partnership school placements. The total number of student teachers for spring semester 2006 is 182. Of those, 51 student teachers (approximately 28%) are placed in partner schools. Dr. Julie Reffel expressed concern regarding fourth and fifth grade sites and the scheduling problems that make placement difficult for these particular grades.

### **Field Experience Fee**

Dean Gunter stated that a fee may be appropriate for field experiences. A survey conducted by Dr. McGahee's office found that all University System of Georgia (USG) schools either charged or were planning to charge a fee for field experience. VSU remains the only USG institution that does not charge a fee. According to Dr. McGahee, the average field placement fee is approximately \$200 - \$250 charged to student teachers. Dr. Gunter reminded everyone that travel costs for the purpose of supervision have significantly increased (reimbursement rate is now \$0.44/mile). If travel expenses for supervision during the second half of this academic year are similar to those incurred during the first half, the budget will experience a \$58,000 deficit. Dr. Gunter noted that a field experience fee could help make up the difference, but such a fee change request must be submitted by September or October and be approved by the Board of Regents for the following academic year. A subcommittee comprised of Drs. Judd, Hilgert, Ducharme, and Reffel will investigate this proposal and present findings to the COE Executive Committee. Monies from such a fee could also serve as incentives for field supervisors since there is currently no financial advantage to supervising student teachers.

### **Summer Budgets**

Dean Gunter stated that nearly all summer departmental budget proposals are in place, and he would like to present a budget to Dr. Levy with an overage of not more than \$7,000 - \$8,000. Grant monies may help defer some budgetary costs.

### **Library Funds**

Dr. Gunter requested a list of publications from Dr. Betty Paulk at the VSU library. He circulated this list among the department heads at the Executive Committee meeting and requested subscription cancellations for those publications not being used. Although the COE budget is currently over by \$4,000, any cancellation or adjustment

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will impact next year's budget. Dr. Zahner mentioned collection project funds and noted that perhaps this library project in the spring might be at the program level.

### **Professional Development Funds**

Per Dean Gunter, approximately \$15,000 in professional development funds are to be allocated equitably among the various departments. Departments should utilize all funds since surplus monies may result in a future funding reduction.

### **Program Reports**

Dr. Lee indicated that the Professional Standards Commission (PSC) templates are different and more complex than expected. Per phone conversation with Fran Watkins, resources taken away from the initial process of template design may be needed to make adjustments. Since the PSC templates are still in development, Dean Gunter asked how to proceed. Dr. Lee expressed frustration that there is nothing in print regarding an adjustment to submitting any "revised" templates to the PSC. However, since the University of Georgia is expecting a visit from the PSC this semester, UGA personnel must have some use of the templates, especially since their initial reports were due September 15<sup>th</sup> of last year. Dr. Gunter noted that some faculty were in the office during the holidays to work on templates but were unable to accomplish much since various report structures are poorly developed, cumbersome, and in need of revision. The suggestion was made to request a slight delay, perhaps until March 1, for these PSC program reports.

Program reports are presently awaiting the access codes for SPAS from NCATE. Dr. Lee anticipates that access will be granted soon. Reports to NCATE cannot be delayed beyond the February 1<sup>st</sup> deadline. Most NCATE reports have been filed. Dr. Lee noted that there are currently no endorsement templates for certification by the PSC (e.g., in Reading and ESOL).

### **Catalog Revisions**

Dr. Gunter asked that department heads make an appointment to see him regarding any catalog revisions. The deadline for changes is 02/13/06 so that Lee Bradley can complete the catalog update. Some minor changes may be possible after the 02/13 deadline.

### **Web Page Updates**

All but two web page updates are currently in place. Please check all departmental web links since some may still be out of date. Dr. Karla Hull noted that Special Education is still not on the drop-down box on the home page. It was suggested that Program of Study sheets may again be posted to the web; however, the information must be accurate. Dr. Gunter noted that all disseminated information must be consistently accurate.

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## **Curriculum and Course Changes**

No changes were brought before the COE Executive Committee. Any curriculum changes must be addressed during the next meeting or two of the Executive Committee to meet the Academic Committee's deadline of 02/03/06.

## **COE Technology Committee Report**

Dr. Gunter circulated the memorandum with committee recommendations from Dr. Brovey, chair of the COE Technology Committee. Four of eight department heads have reviewed the Technology Report with their respective faculty. Remaining personnel plan to meet before next week and will report opinions, suggestions, etc. related to possible changes in technology services.

## **Consortium on Belizean Educational Cooperation (COBEC)**

Dr. Zahner, who will be our representative in Belize, reported on COBEC. She suggested that VSU student teachers as well as personnel at other U.S. institutions be apprised of this venue for student teaching. Dr. Zahner distributed a list of other U.S. institutions participating in COBEC. The list includes the Study Abroad chair from the University of North Florida. Field experience grants may be available. Dr. Zahner leaves 01/31/06 for this conference.

## **GPS Performance Evaluation Academy**

Drs. Gerber and Lee addressed changes to the Georgia performance-based standards, and Dr. Lee noted that syllabi should reflect the new Georgia Performance Standards (GPS). Public school personnel have already had GPS training and, according to Maggie Roberts, school personnel express some concern regarding performance-based assessment. Drs. Brian Gerber, Julie Lee, Karla Hull, Diane Judd, Verilette Hinkle, and a number of other participants will attend the GPS training. Five meetings comprise this training process which is designed to assist with implementation of the new standards. The next GPS training session will be 02/15/06.

## **Newsweek Article**

An article was circulated ("Ed Schools vs. Education") that speaks to some concerns of Dr. Lee regarding measurement of dispositions. Dean Gunter mentioned that the University of Alabama College of Education (as noted in the *Newsweek* article by George Will) is committed to "promote social justice, to be change agents, and to recognize individual and institutionalized racism, sexism, homophobia, and classism,' and to 'break silences' about those things..." Dr. Gunter expressed support for VSU's mantra: "**Positively Impacting Learning Through Evidence-Based Practices.**" Dr. Lee questioned how University of Alabama personnel propose to measure outcomes related to their mantra.

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## **Name Change**

Curriculum, Leadership, Research, and Technology (CLRT) is the new name for the combined departments of Curriculum & Instructional Technology and Educational Leadership. Faculty from both departments have unanimously approved this name change.

## **Announcements**

- Martin Luther King holiday is January 16, 2006.
- Project Learning Tree will take place Saturday, January 21, 8:00-4:00 and on March 4 and April 8.
- ATE Pre-service Strand is Monday, February 20, 8:00-3:00 in Atlanta (Cost: \$20).
- Graduate School Fair will be February 21, 10:00-2:00 in the Magnolia Room.
- Valdosta Asian Cultural Experience will be Friday and Saturday, March 3 and 4. Dr. Julie Reffel will provide a handout next week.
- Helen Ruffin Reading Bowl will take place Saturday, March 11, 8:00-4:00.
- PLT Facilitator Workshop is Saturday, April 8, 8:00-4:00.
- COE Honors Celebration will be held Tuesday, April 18, 2006.
- Graduation will take place May 6, 2006.
- The next meeting of the COE Executive Committee is January 19, 2006.

Reminder: Actual documents referred to herein are often linked to the official minutes at:

<http://education.valdosta.edu/comm/execcom/minutes/ec1.htm>

Respectfully submitted,  
Larry Hilgert

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