

## **COLLEGE OF EDUCATION EXECUTIVE COMMITTEE MEETING MARCH 30, 2006**

Dr. Bauer, in the Czech Republic, was unable to attend the meeting since the Czech Republic had already “sprung forward.” The meeting time conflicted with Dr. Bauer’s 2:30 p.m. class. Dr. Hull was likewise unable to attend since she was involved with the current ASHA review. Three reviewers and one observer are presently at the Department of Special Education, Speech and Language Pathology.

### **Registrar**

Chuck Hudson was invited to speak to the COE Executive Committee. He began by stating that an important goal of the Registrar’s Office was to listen in order to be more responsive to questions. He suggested starting the registration process earlier (e.g., at 7:00 a.m.) to allow students to pre-register before going to classes for the day. Students would be less likely to skip class to register if given an opportunity to register earlier. Chuck also indicated a desire to avoid any misinformation and suggested possibly beginning registration as early as 6:30 a.m. He thanked Dr. Julie Reffel for alerting the Registrar’s Office to the different registration time listed in the Spectator for the current pre-registration process. The most important issue is that students are properly informed as to when registration begins.

Another discussion point concerned pre-registration for courses having prerequisites. Since BANNER blocks students from pre-registering for courses without the appropriate prerequisite(s), the department that owns a course may need to alter course descriptions to accommodate some prerequisites. Students should be informed of prerequisite restrictions. Chuck provided the COE Executive Committee with an approved list of Fall 2006 prerequisites as well as a list of restrictions based on a student’s major and a list of active courses. Some departments may wish to deactivate certain courses. Chuck reminded committee members that a prerequisite can only be removed during the effective term, following committee approval. Chuck encouraged attention to the 2999 course rosters. Maggie Roberts has been working closely with the Registrar’s Office on this issue. Majors in Early Childhood Education and Middle Grades Education will be blocked from PSYC 3110 and PSYC 3120 until completion of the appropriate 2999 course.

Other registration difficulties relate to changes of major. Additionally, some post-baccalaureate students with alternative certification programs cannot register for 3000-level psychology courses. The fee schedule is different for graduate students who have prerequisite undergraduate courses to complete; for these courses they are charged graduate-level fees. Before pre-registration, advisers might want to address the prerequisite issue with transfer students in light of coursework taken elsewhere. Prerequisites can be overridden via an override form.

Dr. Blake Pearce, Art Department head, commented that while prerequisites are considered in some situations where AP credit is awarded, students have experienced difficulties when registering for certain art courses. Chuck Hudson noted that in those instances it would be appropriate to fill out a prerequisite override form and that an email to him would help document the situation. An audit trail exists in the pre-

registration process that can track a student's various attempts to register for courses. An email and override form can help validate the registration timeline and thus better serve students' needs.

Chuck invited personnel to call the Registrar's Office with any questions so that the office could function as accurately as possible. Dr. Gunter expressed his appreciation for the Registrar's tolerance, especially considering all the issues surrounding the 2999 courses.

### **Governor's Honors Program**

Scott Grubbs had a PowerPoint presentation on the Governor's Honors Program as it relates to recruitment of potential education majors. The presentation, *GHP Education Minor III: Building the Perfect Teacher*, describes current issues in teaching as well as those aspects of teaching related to research and evidence-based practices. The PowerPoint utilizes a house as a model for building the perfect teacher from the foundation upward and is available by emailing Scott. In addition to recruiting education majors, Scott hopes to build an archive of artifacts as a guide for teacher candidates and to potentially present results at a state or national conference or publish them.

### **People to People Report**

Dr. Julie Reffel discussed the People to People World Leadership Forum which she, Dr. Brenda Dixey, and 12 students attended during Spring Break. The conference was quite demanding with the schedule beginning at approximately 7:00 a.m. and lasting most of the day. The forum helps students develop leadership skills and provides future opportunities to bring student teachers into the People to People process. Students must be 21 years of age, may be registered as student teachers, and may use the experience as part of their student teaching process. Dr. Reffel will recruit during the spring for sessions available in the fall, and forum costs are paid at 100% for students. Applications include three letters of recommendation and interviews with Drs. Reffel and Gerber. Dr. Reffel will be available to visit classes for recruitment purposes, and individuals are encouraged to visit the People to People website. Faculty are also eligible to accompany students.

### **Rubrics for Regents' Principles**

Dr. Gunter reminded committee members of an email regarding changes in rubrics for those teaching new middle grades math and science courses. The SACS/Board of Regents standard has changed; math and science should be taught by faculty that meet SACS program requirements. This change was to be part of the discussion at the Deans' meetings. A copy of the rubric is available from Dr. McGahee.

### **Status of Program Reports**

All submitted reports have been reviewed. Currently, only two or three reports remain outstanding. Dr. Lee indicated that report writers are not obliged to make suggested

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changes. The recommendations are suggestions only. The goal is to submit reports on April 1. The absolute deadline may be extended to Monday, April 3 to allow review over the weekend by personnel in the Dean's Office prior to submission to the PSC. Dr. Lee reminded everyone that the framework must relate to the entire COE framework, and that NCATE and the PSC have a minimum data requirement (i.e., assessment across five areas for at least two semesters). She will send out several examples. The goal is to enter the Art, P.E., and Music programs into LiveText to help with the institutional NCATE report. Much of the difficult work has been completed as a result of this PSC process; however, the assessment plan must continue and data must be used and documented systematically. Dean Gunter emphasized that this is a dynamic approach that will look for changes to occur relative to collected assessment data. Dr. Lee indicated that Chapel Hill has been using LiveText for 3 years, and it was helpful with their assessment process.

### **Dedication Ceremony**

Maggie Roberts informed the committee that the COE dedication ceremony would take place at 11:00 a.m.

### **Service for Dr. Ducharme**

Dr. Stanley noted that a memorial service for Dr. Ducharme is scheduled for Monday, April 3 at 4:30 p.m. in the University Center theater. Dr. Ducharme's daughter from Boston, Massachusetts will attend. Dr. Stanley asked members to let her know of any comments they would like to offer at the service regarding their association with Dr. Ducharme.

### **Bowling for Literacy**

Dr. Reffel is seeking volunteers to bowl for literacy. The cost is \$12 per person, and the bowling will take place on Saturday, April 15, from 1:00 – 3:00 p.m. at Jac's Lanes. Dr. Reffel distributed a handout that included a sign-up sheet and encouraged recruitment from various groups. For more information, please contact Charlie Oliver at 333-5496 or Kelly Strozier at 253-8713.

### **Announcements**

- Reminders: Dewar College of Education dedication ceremony: Tuesday, April 4  
College of Education Honors Night – Tuesday, April 18  
Georgia DOE College and University Forum, a collaborative effort between special and regular education, Macon, Tuesday, April 25
- The next COE Executive Committee meeting will be April 13.

Respectfully submitted,  
Larry Hilgert

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