

**DEWAR COLLEGE OF EDUCATION
Executive Committee Meeting
AUGUST 17, 2006**

Congratulations to Various COE Programs

Congratulations to Dr. Julie Reffel and the Early Childhood and Reading Education Department for were nationally recognized with conditions by the International Reading Association. Drs. Reffel and Karla Hull and their respective departments, Early Childhood & Reading Education and Special Education & Communication Disorders, were likewise congratulated for recognition with conditions of their degree program in Interrelated Special Education. Last, but not least, congratulations to Rebecca Galeano, in attendance at the COE Executive Committee meeting, and the foreign language faculty for the successful accreditation of their bachelor of education programs for teachers of Spanish and French.

Student Success Center

Maggie Roberts addressed the development of the Student Success Center as it relates to the College of Education. She stated that the center has provided five (5) graduate assistants to help COE departments with advisement. A graduate assistant will be assigned to each of the following departments: Psychology & Counseling, Kinesiology & Physical Education, Special Education & Communication Disorders, and Early Childhood & Reading. The fifth graduate assistant will be assigned to Middle Grades Education as well as Early Childhood & Reading.

Maggie noted that the assistants will work no more than 18 hours per week and will perform primarily clerical tasks such as preparation of advisement folders or assisting with advisement sessions. The graduate assistants will spend one hour per week at the new Advising Center. Maggie indicated that the center is under the direction of Dr. Chere Peguesse, and all graduate assistants will sign a confidentiality agreement form. Dr. Robert Bauer noted that some advisement materials may be appropriately located in WebCT and suggested allowing the graduate assistants similarly limited access as given to teaching assistants.

Dr. Gunter recommended limiting the assistants' duties to primarily clerical tasks with direction and noted that the assistants should not act as an advisor to any particular student. A faculty member must be present to assist with any advisement and signature requirements. Maggie then emphasized the need to maintain accurate and updated advisement folders for students; correct advisement folders are especially necessary when students enter the appeal process.

Some concern surfaced regarding advisement of transfer students since these students can only transfer 60 hours from a junior college to their VSU program. The recommendation was made to place a standard statement on advisement sheets regarding this 60-hour limit. When this 6-hour set of KSPE coursework is transferred from a junior college, the transferred hours exceed the allowed 60 hours; thus, several committee members recommended that a waiver be likewise placed as a standard statement on the advisement form.

Feedback and Items from Pre-Visit Meeting

According to Dean Gunter, the NCATE team appeared fair and thorough and noted that VSU personnel had already met with some programs in various departments regarding revisions within the institutional report. The pre-visit team departed on Monday, August 14, and the NCATE report will be sent out on Monday, August 21. Drs. Gunter, Lee, and McGahee will complete work on the report over the weekend, and there is still an opportunity for revisions.

Dr. Gunter noted that the NCATE team will be given a password on September 15, and reviewers will be able to enter the electronic evidence room via LiveText. Therefore, evidence materials should be in place by that date. Dr. Gunter indicated the need for work sessions, and Dr. Lee mentioned that it would be more efficient to meet with entire departments and address several programs simultaneously. Dr. Lee will review what materials go in the evidence room, for which much of the rubric is already in place.

According to Dr. Gunter, the NCATE team may request a per semester teaching load (number of courses with students enrolled/course) for each faculty member. This information will also be included in the report. The team had some revisions to the October visit; team members want to arrive Friday evening and be on campus at 9:00 a.m. Saturday to begin their work. Dr. Gunter stated that if the NCATE team members request data by 5:00 p.m., that data should be available to them the next morning; data should be easily retrievable. The lead chair of the NCATE team prefers an Apple® platform and would like a desktop Mac®. Room 255 is still acceptable for the dinner Sunday evening. Dr. Barbara Stanley requested a revised schedule as soon as possible, and Dr. Gunter will have it available next week.

Dr. Lee believes the review process will be very thorough. She indicated that the NCATE team may want to examine other personnel programs microscopically, wants more interviews to occur (two open forums for students and two open forums for faculty), would like a glossary of terms that are used, and would like to spend more time talking to students beyond the scheduled poster session. The suggestion was made that the team view a student's demonstration of his/her portfolio in LiveText. During the pre-visit, the NCATE team mentioned it would like to visit with doctoral programs. Dr. Lee noted that particular attention should be paid to areas of improvement (AFI) mentioned in unit and program reports.

NCATE team members also requested that photos be taken of the various buildings to help them survey the layout in advance. Dr. Gunter introduced Danny Smith to the committee and indicated that Danny is downstairs in COE Room 96 (ext. 1350) and will be photographing many of the buildings, some of the classrooms, etc. to assist in the writing of Standard 6. If you have any questions, please contact him. The team liked the idea of visiting off-campus locations (i.e., Douglas, Waycross, ABAC, Southwest Georgia, and Kings Bay) via video conferencing. Dr. Rey Martinez mentioned that his department, with a program at Kings Bay, may already have photographs of off-campus facilities on file. Dr. Don Leech, with an off-campus program at Southwest Georgia, will help review photographs from that campus. Dr. Karla Hull's department has off-campus programs in Douglas, Waycross, and at ABAC. Dr. Barbara Stanley also mentioned an off-campus program in Moultrie.

LiveText Status

With regard to LiveText status, Dr. Lee again mentioned that she would be willing to meet with the various programs. It is still necessary to meet with the music and foreign language programs. Faculty should bring to these meetings any data not currently entered into LiveText, and data should be in an electronic format to facilitate its transferal to LiveText. A few programs still have not completed the dispositional survey in LiveText. Dr. Lorraine Schmetzing has noted that the media specialists have transitioned to LiveText. So that data for those programs using LiveText will be more complete, Dr. McGahee will put a hold on a student's registration until LiveText has been purchased. Students will not be allowed to advance in their programs or to student teach if LiveText is not purchased. Regardless of the assessment system utilized, Dr. Lee noted that it must be able to aggregate and disaggregate data at the unit level if possible, but certainly at the program level.

Curriculum Course Change

Dr. Brian Gerber presented the revised curriculum form to correct the typographical error in the course number for RSCH 7100. The Executive Committee unanimously approved the change.

New Display Case for Publications

Per Dr. Gerber, the COE will have a new display case where faculty publications and peer-reviewed articles will be highlighted and displayed from the past 3 years.

"Permission to Videotape" Form

Dr. Gerber requested feedback by next week from COE Executive Committee members on the first draft of the Permission to Videotape form so that revisions can be effected. The form is sent home to parents in some schools where videotaping occurs as part of a teacher's lesson plan.

Visit of Dr. Katka Vitaskova

Dr. Katka Vitaskova, a vice dean of Palacky University in the Czech Republic, and two or three faculty members will visit VSU between October 23 and November 8, 2006. Dr. Vitaskova's background is in special education.

Program Annual Review Process

Dr. Lee will try to have a work session on September 10, 2006 for entering data in the program annual review report for the Professional Standards Commission (PSC).

Announcements

- Dr. Lee offered some statistics about the number of individuals who have completed Georgia AssessOnline and indicated AssessOnline sessions will take place at 9 a.m., 10:30 a.m., and 12 noon on Friday, September 8, September 22, and October 27. Students should register at coetechtest@valdosta.edu
- LiveText purchase/activation deadlines will be 5 p.m. September 8 or 5 p.m. November 27. Disposition forms will be in student accounts soon after purchase and must be completed by 5 p.m. September 15 or December 4 respectively.
- Dr. Carolyn Cox has placed 179 teachers in the 2999 course
- Dr. McGahee requested a review of all Praxis II program completers to ensure the accuracy of the list
- Dr. Gerber requested that department heads submit job announcements for the Chronicle of Higher Education by next Wednesday, August 23. The announcements must say "pending funding" since funds have not yet been approved for personnel.
- Dr. Blake Pearce mentioned the faculty art show currently on display and noted that there will be some American Indian artwork on display during the NCATE visit.
- Don Puckett to speak – August 18, 2006 at 9:00 a.m.
- VSU Centennial Celebration – August 18, 2006 at 7:00 p.m.
- Dr. Adler will hold a graduate faculty convocation with reception – Thursday, August 31 at 4:00 p.m. in Powell Hall
- Institutional Report (IR) and Conceptual Framework (CF) mailed to NCATE/GaPSC reviewers on Monday, August 21

Respectfully submitted,
Larry Hilgert