

**DEWAR COLLEGE OF EDUCATION  
Executive Committee Meeting  
SEPTEMBER 7, 2006**

**President's Lecturer**

On November 6, 2006, at 7:30 p.m., in Whitehead Auditorium, the College of Education, with assistance from the Graduate School, will sponsor guest lecturer Jonathon Kozol in the President's Lecture Series at Valdosta State. Dean Gunter mentioned that faculty who teach on the evening of November 6 may want to encourage their students to attend the lecture.

**COE Upkeep**

Dean Gunter met with Jim Muzzey, Director, Custodial Division of Plant Operations, regarding the upkeep of the College of Education during the visit from the NCATE team.

**Partner Schools**

Next Tuesday, September 12, at 4:15 pm, a signing ceremony with Partner Schools will take place at the College of Education. While attendance is not required, it would be appreciated. Please encourage others to attend as well.

**Personnel Action Forms**

An exact data for submission of promotion/tenure materials to the Vice-President's office has not yet been established; however, to meet anticipated deadlines, materials should be in Dean Gunter's office by November 6, 2006.

**Office Hours**

Dean Gunter wanted to address the issue of office hours since some faculty members have evidenced concern for a reasonable and equitable office-hour policy within a given department. A discussion about office hours and cyber office hours ensued.

Dean Gunter requested a report from the two subcommittees. Dr. Rey Martinez indicated that a lot of variation exists among other institutions regarding how cyber office hours are listed, and no pattern is easily distinguishable. Dr. Julie Lee noted that the number of summer office hours is approximately equivalent to 1 office hour per each hour of summer instruction. Based on the *Faculty Handbook*, the current expectation is 10 office hours per week, distributed across the week at varying times to increase faculty accessibility to students.

Dr. Julie Reffel mentioned that office hours are to be posted on the doors of faculty offices. Dr. Robert Bauer noted that in examining various union contracts at other universities, office hours vary among contracts. He also noted the possibility of placing this information in Banner.

Given the lack of consistency across other institutions and the inability of the subcommittees to reach a consensus regarding office hours, Dean Gunter said that faculty should then adhere to the current policy of 10 hours per week posted on the faculty member's office door. These hours should be distributed across the week at variable times so faculty will be accessible to students. The suggestion was made that students be referred to department heads prior to consulting the dean regarding office hours.

### **LiveText Review**

Dr. Lee is available to assist with NCATE materials in LiveText. Drs. Lee, Carolyn Cox, and Diane Judd helped direct COE Executive Committee members in the process of setting up individual departmental accounts for inspection by the NCATE team. Dean Gunter noted that by Friday, September 15, 2006 all program materials should be in place in LiveText for review by NCATE. Minor adjustments will occur over the weekend, and the NCATE team will receive an exact link to materials via e-mail on Monday, September 18.

Dr. Lee then helped committee members set up aspects of their departmental accounts and showed them how to access information already available. In addition, the Professional Standards Commission (PSC) made available the program review reports submitted earlier this year. Some of these same documents can easily be placed in LiveText for NCATE purposes. The remainder of the meeting time was spent working on LiveText NCATE materials.

Respectfully submitted,  
Larry Hilgert