

COLLEGE OF EDUCATION EXECUTIVE COMMITTEE MEETING SEPTEMBER 15, 2005

As always, documents discussed at the COE Executive Committee meeting can be accessed via the *Minutes* link on the COE homepage.

Demonstration of LiveText Assessments

The meeting began with a demonstration of LiveText assessments by Dr. Ducharme, who presented several sets of assessment matrices for various measures in the teacher education curriculum. Some examples of assessment measures include apprenticeship performance assessment, teacher work sample assessment, and various other supervisory rating forms. Dr. Ducharme indicated that some supervisory rating forms utilized the Renaissance Model to derive the various rubrics. The y-axis would list the various rubrics while the ratings would appear along the x-axis. An operational definition for each rating as related to the rubric would appear within the matrix in the far left column on the y-axis. Dr. Ducharme stated that the process was helpful in planning and would facilitate data collection and modification based on feedback from the LiveText database. Dr. Ducharme shared only a sampling of the more than 12 available grading forms.

Dr. Gunter offered a timeline for the completion of these assessment documents. Departments should compile assessment rubrics by October 3 and input them into LiveText between October 3 and October 7.

Dr. Lee stated that LiveText can very easily provide summative data as well as Excel files from these various rubrics. It is likewise possible to “read in” Excel files; however, the process may be more complex.

Dr. Gunter indicated that several individuals have experience placing assessment matrices within LiveText and are able to offer assistance (e.g., Drs. Cox, Judd, Lee, Reffel, Ducharme, Pearce, and Corbin). Dean Gunter requested that a rating (not ranking) of department goals be forwarded to him and encouraged department heads to rate as many goals as possible at a high level so that he could forward them to the vice-president’s office for consideration. Some discussion ensued regarding the operational definition of goals. According to Dr. Gunter, goals should be somewhat broad and less specific than a particular, individual request such as a request for carpeting. Goals do not represent direct costs but rather initiatives that are broad and directly linked to unit goals. Dr. Gunter wishes to rank as many of these goals as high as possible; therefore, intermediary goals such as improvements to room FA 235 to enhance facilities for student learning might receive higher priority than a specific request for a window replacement. Departments should state goals pertaining to student learning, faculty scholarship, or facility improvement so that the goals are readily associated with a particular unit goal at any level (i.e., College of Education, University, or Board of Regents level). Dr. Gunter wishes to forward as many of these goals as possible at a high priority by the September 17th deadline. The goals will be rated, not ranked, as important vs. less important by October 5.

Mileage Change

The mileage rate for reimbursement purposes will increase to the Federal rate of \$0.405 per mile for all travel after September 10, 2005. The Dean's office will adjust any travel already encumbered and impacted by the new rate. The new mileage rate represents an approximate \$60,000 increase in budgetary allocation. Dean Gunter encouraged faculty to find less expensive ways to offer distance services such as distance learning, web-based courses, or video conferencing. Car rental rather than a per mile reimbursement may represent a cost savings.

AACTE Best Practices Award

Dean Gunter provided a 15-page handout concerning nominations for the American Association of Colleges for Teacher Education (AACTE) awards. September 26, 2005 (5:00 p.m. EST) is the submission deadline, and all entries must be sent electronically. Last year VSU received two awards: one for innovative use of technology and the other for collaborative practice with 2-year colleges. Dr. Julie Reffel mentioned that her department may possibly file for a best practice award in global and international teacher education. Individuals may consider several award categories: eight areas for best practice and three for professional achievement (see below).

- Best Practice:**
1. Collaboration with Community Colleges
 2. Effective Partnerships
 3. Gender Equity
 4. Global and International Teacher Education
 5. Professional Ethics and Moral Dispositions of Teacher Education
 6. Innovative Use of Technology
 7. Support of Diversity
 8. Teacher Education Quality and Accountability

Professional Achievement:

1. Margaret B. Lindsey Award for Distinguished Research in Teacher Education
2. David G. Imig Award for Distinguished Achievement in Teacher Education
3. Edward C. Pomeroy Award for Outstanding Contributions to Teacher Education

Details are available via the *Minutes* link on the COE homepage. Dr. Gunter said that some dissertations might be appropriate as professional achievement entries.

Comprehensive Partnership Schools Luncheon

Dr. Lee stated that 14 schools received invitations to the Partnership Luncheon on September 16 at 11:30 a.m. Administrators from the comprehensive partnership schools were invited as well as students currently placed in these schools. According to Maggie Roberts, luncheon coordinator, approximately 60 attendees were expected. The purpose of the luncheon is to confirm the collaborative aspects of the comprehensive partnership schools and to assess their current status. A signature form was distributed for the 2005-2006 partner school

agreement process. The need for systematic follow-up regarding the partnership process is also a basis for the luncheon. Dr. Julie Reffel stated that J.L Lomax should be added to the list, thus increasing luncheon attendance by seven.

Percentage of Student Teachers in Partnership Schools

Committee members received a handout regarding the percentage of student teachers in partnership schools. Some partnership schools were inadvertently omitted from the list, and Maggie Roberts requested that she be notified of all partnership schools so that all are invited to the luncheon. If changes occur, Maggie will provide a revised list of all comprehensive partnership schools.

RSCH 7100 – Research Methodology in Education

Dr. Leech, Acting Head for Educational Leadership, indicated that Dr. Richard Schmertzling will speak with department heads about RSCH 7100 so that its content might more fully align with and meet various departmental needs.

Advising Center – 2999 Course

Maggie Roberts indicated that the 2999 Message was sent to all students. Those students who have not completed 30 hours will not be allowed to enroll in the 2999 course. It was noted that students should be in at least the first semester of their sophomore year to qualify for enrollment in the 2999 course. Students should be encouraged to take the Praxis I early to meet the 2999 requirement. A handout was distributed which details student eligibility for registration in the 2999 course.

Dr. Gunter stated that next week a continuation letter from the Advising Center would be hand delivered to approximately 10-20 students regarding their continuance in teacher education.

Dispositional Measures

Dr. Lee will offer program report updates at the next faculty meeting and emphasized the importance of using dispositional measures as a component of the assessment process. Dr. Lee suggested that such measures, perhaps informally, may be appropriate in faculty evaluation by students since faculty should model the dispositions expected of students.

Faculty Vitae

Dean Gunter would like to have all faculty vitae entered into LiveText by mid-October. Dr. Lee indicated that the template for this information will be available in LiveText by Monday, September 19, is very similar to the previous NCATE vita template used during the last accreditation visit, and involves cutting/pasting from an electronic document to the LiveText database. Dr. Gunter will send a reminder to faculty that this template is available for their use.

Office Hours

Dr. McGahee reported on the issue of office hours. According to the *Faculty Handbook*, ten (10) hours per week during fall and spring semesters should be designated as office hours. Summer office hours should be one (1) hour for each semester hour taught. Dr. McGahee also distributed a handout regarding the mission development process and the current mission statement to be used for the COE. The mission statement is different from the vision statement, but both statements form the basis of the COE mantra: *Positively Impacting Learning Through Evidence-Based Practices*.

Administrative Council

The Administrative Council meetings are generally held as a Tuesday luncheon for deans, directors, and vice-presidents to meet with President Zaccari. Dr. Gunter noted there is a proposal to realign several administrative committees/councils to streamline the administrative structure. Given that the Administrative Council and other administrative bodies are written into the VSU statutes, changes may take some time.

Update on Laptop Computers & 128 MB USB Jump Drives

Dr. Gunter stated that the 40 laptop computers are ready for distribution, and those faculty members receiving the laptops will also receive a 128 MB USB jump drive to address some of the limited memory issues associated with the laptop computers.

Don Puckett Workshop

Activities on August 19 involved approximately 400 students at no cost to the COE. Costs were encumbered by Share the Wealth. A web-stream video is being developed and will be available soon.

Announcements

Dr. Julie Reffel stated that the Georgia Project Learning Tree (an environmental education project) will be on-campus Saturday, October 1 from 9:00 a.m. until 3:30 p.m. in the VSU Education Center and invited teacher and student participants. For further information, please contact Barbara Boler at 229-333-2576. The Langdale Company, Packaging Corporation of America, Georgia Forestry Commission, and VSU are sponsoring Georgia Project Learning Tree. Registration must be processed by September 29, 2005.

Maggie Roberts announced that the Fine Arts Department offers its first production of the current academic year on Friday, September 16, in the Lab Theater – *All I Really Need to Know I Learned in Kindergarten*. Tickets should be purchased as soon as possible since the Lab Theater's seating capacity is only approximately 100.

Dr. Pearce announced the opening of a sculpture exhibit by three artists on Monday evening, September 19.

Dr. Zahner asked that we welcome a new doctoral student, Brenda Hubbard to the current cohort at VSU. Brenda is from the University of New Orleans.

Dr. Rey Martinez requested feedback on the planned development of an e-newsletter within the Department of Adult and Career Education over the next few weeks. The e-newsletter will include links to departmental video streaming materials and faculty information. Dr. Gunter suggested that Dr. Martinez contact Dr. Ellen Wiley who is currently the editor for the COE *blazEd* e-newsletter. Her assistance would be helpful.

A brief reminder of the Partnership School luncheon on Friday, September 16 as well as the Promotion and Tenure awards on the same date at 3:30 p.m. in the atrium of the Biology Building.

Dr. Gerber will preside at the next meeting of the COE Executive Committee on September 22, 2005 since Dr. Gunter will be attending the Educational Leadership Preparation Conference on September 22 & 23 in Callaway. Also attending this conference will be personnel from Valdosta State University's Curriculum and Instructional Technology departments. At the conference, Dr. Leech will provide a presentation on performance assessment. The Board of Regents will provide the financial support for the conference.

Respectfully submitted,
Larry Hilgert