

**DEWAR COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE MEETING  
NOVEMBER 8, 2007**

**Members Present**

All committee members were present except Dr. Lynn Corbin, who teaches a class, and Dr. Blake Pearce, who was attending another meeting. Dr. Ranson Gladwin represented the Modern and Classical Languages Department, and Dr. Alejandro Brice served as proxy for the Communication Disorders Department.

**Instructional Technology Associate**

The meeting began with the introduction of Elizabeth Omiteru, an instructional technology associate who will be assisting Dr. Julie Reffel with the course evaluation process. Oracle script, needed to run reports, should be in place by the end of the current semester. All previous summary reports were completed by hand. An electronic assessment system is needed. Elizabeth Omiteru's husband is in the Chemistry Department, and they are from Nigeria.

**Departmental Web Sites**

Elizabeth Omiteru will help ensure that each departmental web site is in *Contribute*. College of Education web sites, originally constructed using *FrontPage*, are currently being converted to *Contribute*. Each department should have a designated faculty member trained in *Contribute* and who maintains departmental web pages. Dr. Reffel circulated a sign-up sheet for department heads to indicate that assignee in each department. Please let Dr. Reffel know if any assistance is needed. Sheree Hudson will be working on the *Contribute* pages for the Advisement Center.

**Update on Data Use for Program Improvement**

Dr. Reffel distributed a Program Improvement Report that includes a matrix with the following subheadings: (1) Document Has Data, (2) Document Linked to Student Work, (3) Description of Analysis and Use, and (4) Data Matches PAAR. This LiveText data collection will be discussed at the meeting with program coordinators at the end of this month. PAAR data must match LiveText data.

The suggestion was made to simplify the next data meeting by focusing on a single data element. While an action plan is needed for each data element, what constitutes a data element was not clearly defined. Some department heads expressed concern that the emphasis on data (time required for data entry) was detracting from the process of teaching.

Dean Gunter noted that although departments should use some data collection system, that system does not necessarily have to be LiveText. Another institution recently passed all NCATE standards with a much less complicated data collection system but did require a follow-up visit. A holistic data action plan is needed. The present data load may be somewhat excessive because entry of last year's data and current data is being attempted simultaneously.

Dr. Reffel has already had productive meetings with several program coordinators and has meetings with others planned next week. She is available for individual meetings; not all of the data input process must take place during the larger data entry meeting. Suggestions included scheduling the larger meeting in smaller groups to meet at 30-minute intervals, having programs assist each other in designing assessment devices, running reports, converting information, etc. According to Dr. Reffel, the last data meeting in November will be used to run

reports for the current semester. Dr. Gunter noted that the faculty does have ownership of the data collection process. All programs have some systematic way to compile and use data in the decision-making process. He recommended that the Assessment Committee meet relatively soon to determine if a less-complicated data collection procedure is available.

### **Advising Evaluations**

Advisement forms for foreign language education, music education, and art education may be different. Dr. Reffel noted that data from paper (non-electronic) evaluation of the advisement process can be input as well. An advisory assessment process is being developed.

### **University Academic Advising Committee**

Dr. Zaccari chairs the Enhanced Advising Processes (EAP) team that was "established to examine current academic advising processes and formulate appropriate recommendations to improve the quality and effectiveness of advising at all USG institutions." A report from the task force enumerates various strengths and weaknesses of the advisement process. Advising centers are viewed as a strength, and mechanisms are in place on most campuses to ensure students do not fall out of the registration process. Mandatory advising also seems to benefit students. Weaknesses relate to faculty training; the variable levels of advising across campuses; a knowledge base for advising that often does not include financial aid, counseling services, etc.; and the likelihood of juniors and seniors to be less involved in the advisement process since the mechanics of registration are more familiar to upper-level students.

Degree Works, with a cost of \$1.5 million, may be used to assist with the advising process in the University System of Georgia. The 2999 course developed at VSU and graduate-level 5999 have been very helpful in the advisement process. Maggie Roberts reminded everyone that a CD developed by the Advisement Center is available to faculty for training purposes. Valdosta State has addressed some of these advisement issues.

### **Education Minor for GHP**

The education minor for the Governor's Honors Program has lost its previous funding; however, Kathy Cox, Superintendent, indicated the Department of Education will provide financial support for students during summer, 2007. A consultant should be available to teach a course on completing the College Board AP tests.

### **Course and Curriculum Issues**

Course and curriculum changes (over 300 pages) have been forwarded to the Graduate Executive Committee which meets at 2:00 p.m. today in the Bailey Science Center, Room 3027. The Academic Committee will consider curricular changes at 2:30 p.m. on Monday, November 26, in Room 230 of the University Center.

### **SACS**

Dr. Julie Lee, who chairs the SACS accreditation committee, met with Dr. Levy to discuss the 2010 visit by the accreditation team.

Of some concern are those programs where more than 50% of program offerings are provided via distance or electronic learning. Such programs differ from off-campus programs where students meet face-to-face with an instructor. SACS will need to be advised if more than 50% of a program's courses are offered on line. Christine Craig of the Board of Regents will

respond to the franchise programs concerning SACS accreditation, etc. Students enrolled in the franchise programs are not permitted to take on-campus courses and vice-versa. The two programs represent separate systems with separate accreditation issues to be addressed. During the discussion of the franchise programs, the ESOL on-campus program was noted as being entirely separate from the on-line endorsement program.

### **Course Evaluations**

Dr. Reffel reminded committee members that within the next several weeks students will receive an e-mail via COESTU, and faculty will receive an e-mail via COEFAC that relates to evaluation of instruction. Once faculty members have received e-mail notification, they may want to advise students to avoid deleting a forthcoming e-mail that gives the students the key to submit evaluations for courses in which they are enrolled. These evaluations are input anonymously via LiveText. If students miss the first evaluation opportunity, anonymity is lost, and the process is compromised.

### **Undergraduate Policy Committee**

Maggie Roberts requested feedback on the Concern Form before it is finalized. The Undergraduate Policy Committee received many e-mails and will submit a final, revised form.

### **Outcomes Listed in the Catalog**

Most all COE teacher certification programs were in agreement with the common outcomes listed. Other programs are developing outcomes if the common outcomes are not applicable. Departments should e-mail all approved changes to Dr. Donnie McGahee.

### **Purchasing Cards**

The need for secretaries to have separate purchasing cards was questioned. Dr. Gunter noted that many departmental secretaries have them, and purchases made with the cards must still be signed by the department head and the dean.

### **Kappa Delta Pi**

Dr. Reffel mentioned that in 2 years the national Kappa Delta Pi convention will be in Atlanta and should be promoted.

### **The Green Roof**

Dean Gunter noted that the new roof for the College of Education will be a "green" roof.

### **Announcements**

- November 8 – 6-7:30 p.m. at COE Building – hot dogs, chili, hot chocolate
- November 9 – Promotion, tenure, pre/post tenure materials due to Dean's Office
- November 10 – Invitation Day
- November 10 – 6:30 p.m. – Big Read closing activity in University Center
- November 13 – 10:00 a.m. – Career Day begins in University Center
- November 15 – 8:30 a.m. – The next COE Executive Committee meeting

Respectfully submitted,  
Larry Hilgert