

COLLEGE OF EDUCATION EXECUTIVE COMMITTEE MEETING NOVEMBER 17, 2005

Conceptual Framework

The most recent version of the conceptual framework was circulated that includes a presentation of the conceptual framework graphic and a 29-page written description of its various components. Committee members corrected the text to reflect the listing of additional specialized programs (such as school psychology) and to include reflective practice under the ownership principle. The graphic version has been shared with faculty and has received COE Executive Committee approval. To effect any changes in the document, please forward, prior to November 30, all comments regarding document text or graphic design.

South Georgia Writing Project

The South Georgia Writing Project offers an invitational summer institute at Valdosta State University from June 5 – July 11, 2006 that prepares teachers to be teacher leaders. Candidates must submit an application letter that includes their teaching philosophy, educational goals, a statement of how the institute fits with those goals, a resume or curriculum vita, and a letter of recommendation from department head or principal. The deadline for submission of these materials is March 15, 2006. There will be a pre-institute on May 25, 2006 from 6:00 – 8:00 p.m. The closing ceremony is on July 11, 2006. Particulars are available in a letter from Dr. Gerber attached to the official COE Executive Committee minutes.

Council for Higher Education Accreditation Award

The 2006 Council for Higher Education Accreditation Award application paperwork was circulated. The award recognizes institutional progress in student learning outcomes and requires completion of a 4-section application available via web link to the official COE Executive Committee minutes.

Update on Program Report

Dr. Gunter has attempted to contact Penny the Professional Standards Commission (PSC) on at least three occasions and likewise e-mailed Dr. Toth at the PSC and is awaiting a response. Dr. Lee noted that NCATE has indicated, via e-mail, that no deadline extensions will be granted for those SPAs January 15, 2006 is the due date for submission of materials.

International Programs BOR Award Application

Mike Griffin, Bob Bauer, Julie Reffel, Phil Gunter, and Jane Zahner will process the application for the International Programs Board of Regents Award. Jane Zahner further detailed this application process and indicated that last year Academic Affairs applied for the award. This year's application will more likely come from the College of Education due to its extensive international involvement. Department heads should request faculty reports of involvement with international endeavors. All information should be sent to Jane Zahner by November 22 at the latest for processing.

Concern Form

Maggie Roberts shared the most recent version of the Concern Form. This nearly final draft will be disseminated via COEFAC for additional faculty input. The finalized process of filing concerns about students should be in place prior to the beginning of next semester.

Holiday Tree

The ballot vote of COE Executive Committee members resulted in 4 "yes" votes, 4 "no" votes, and 4 abstentions (one abstention was stated as "maybe"). The decision will be remanded to Dean Gunter.

Course Evaluations

Dr. McGahee reminded committee members that course evaluations may be completed on-line or on paper this semester. Please let department heads know which type of course evaluation you prefer.

Internationalization Efforts & SPA Efforts in Tenure and Promotion

Dr. Bauer reported on activities related to the Evaluation Task Force. This task force is in the process of completing a unit-wide form for faculty evaluation. Dr. Gunter and Jacque Wheeler co-chair this committee and have helped guide the revision of the current process. Dr. Blake Pearce, a task force member, stated that many of the revisions occur in the service and research areas and will provide a clearer understanding of where these areas are addressed during promotion and tenure.

Dr. Bauer recommended including internationalization efforts as well as faculty efforts to obtain and maintain accreditation of specialized programs since these areas are currently not included in promotion and tenure considerations. According to Dr. Pearce, internationalization efforts and program coordination are currently being considered but are not yet part of the promotion and tenure rubric. These additional issues might best be considered at the college level or perhaps departmental level. For example, the format currently in development could easily include line items for collaborative activities across departments or international activities. The present form is sufficiently broad to be applicable across all colleges and departments.

Dr. Reffel noted that the Strategic Planning Report currently in use shows items such as collaborative activities, international activities, program direction, etc. The annual Strategic Planning Report is often based on departmental annual reports, and these areas are often considered in the annual evaluations in many departments. The suggestion was made to have department heads review the format for faculty evaluations for the addition of further details or important areas in the consideration of promotion and tenure. The Policy Manual will detail the revised evaluation process as revisions are effected.

Summer Office Duties

A committee of Julie Reffel, Rey Martinez, Maggie Roberts, Karla Hull, Jane Zahner, Robert Bauer, and Mike Griffin will assess the various COE departmental policies/procedures regarding summer office duties/hours as well as cyber hours and report to the COE Executive Committee. Dr. Reffel and Dr. Martinez will co-chair this committee which may also examine some summer office duties policies outside the COE. Blake Pearce (Department Head, Art) noted that 4 hours per week represents a relatively consistent summer office hours policy for his department.

AssessOnLine Reminder

Dr. Lee reminded committee members that AssessOnLine is available November 18 in COE rooms 240, 244, and 122 on the hour with the exception of 10:00 a.m. in room 240 where a class is scheduled. The lab should open at 9:00 a.m. and be available through 2:00 p.m. on Friday.

Announcements

- Summer and Fall schedules are due January 6, 2006.
- Adult and Career Education will provide a multi-cultural meal at noon on December 6.
- Dean Gunter is hosting a COE Executive Committee Celebration Dinner at his home on December 10 at 6:30 p.m. (come hungry). Maggie Roberts is in charge of entertainment.
- Annual faculty evaluations are due to the vice-president by February 6, 2006.
- The next COE Executive Committee meeting will be December 8, 2005 at 8:30 a.m.