

**DEWAR COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE MEETING
NOVEMBER 29, 2007**

Meeting Attendees

LiveText liaisons in attendance were Charles Backes, Lisa Baldwin, Heather Brasell, Alejandro Brice, Dianne Dees, Janet Foster, Kelly Heckaman, George Langford, Paula McNeill, Lynn Minor, Scot Raab, Tonja Root, Lorraine Schmertzing, Shirley Thompson.

Executive Committee members in attendance were Robert Bauer, Brian Gerber, Ransom Gladwin, Mike Griffin, Larry Hilgert, Karla Hull, Julie Lee, Don Leech, Rey Martinez, Donnie McGahee, Corine Myers-Jennings, Blake Pearce, Julie Reffel, Maggie Roberts, and Barbara Stanley.

Graduation Procedures

Ann Lacey spoke regarding the graduation process. No major changes will take place for December graduation. Dean Gunter mentioned that if the VSU Blazers win the football game this upcoming weekend, the next game will likely be scheduled at VSU on December 8 at approximately 11:00 a.m. (or perhaps during the evening) during graduation weekend. While the game may not directly coincide with graduation ceremonies, traffic management should go smoothly with proper planning. Dr. Rey Martinez has consented to announce the names at graduation for the College of Education. Student flag bearers have also been selected.

Information Technology (IT) Report

Sterlin Sanders discussed the computers to be replaced in lab rooms 244, 245, and 124. An information technology report will be forthcoming to Dr. Donnie McGahee (who generates the official COE Executive Committee minutes) so that it can be linked to those minutes. The installation of new carpet in lab room 124 on December 10 may affect use of that room on that date.

Allen DeVane noted 126 on-site calls for COE technical service support. One Executive Committee member expressed appreciation for the quick response time.

Andy Fore, reporting for Ike Barton, mentioned that the transfer of FrontPage server space for faculty is in process, and the transfer of FrontPage server space for students has recently been accomplished. Microsoft no longer offers support for this particular type of IT work.

Dr. Heather Brasell noted there was no activity to report from the COE Technology Committee.

Power Outages

Dean Gunter reminded committee members of the e-mail he sent out regarding the planned power outages. He encouraged everyone to read that notification and adjust schedules accordingly.

Advising Survey

Maggie Roberts distributed the unit-level advising survey and noted that department heads will receive their reports later. Total number of advising survey respondents was 699. Dr. Julie Lee requested that success stories from students or employers be forwarded to her as soon as possible.

Dead Day – December 4, 2007

Dr. Gunter mentioned that food would be available for faculty at the College of Education on Dead Day, Tuesday, December 4, 2007. Dr. Julie Reffel noted that a web cast about New Generation LiveText would take place from 3:00 – 4:00 p.m. in Room 255 on December 4. Everyone is welcome to attend.

Evaluation of Instruction

Dr. Larry Hilgert indicated that the links for students' evaluation of instruction via LiveText work well if accessed/read through the students' VSU e-mail accounts. Some students are clicking on the wrong place in the e-mail, and the link does not go through. If students click on the correct location in the e-mail (via their VSU e-mail account), they will access the evaluation page. The process does not identify the student, maintains confidentiality, and allows the student to complete the evaluation one time.

New Generation LiveText

Dr. Julie Reffel spoke about New Generation LiveText which was originally going to be implemented in January. This date would require faculty to devote extra time during the holiday break for class preparation in the new LiveText. Since faculty would be somewhat occupied with entry of Fall data, a LiveText upgrade might be overly burdensome. With fewer summer classes, transition to New Generation LiveText might be more smoothly effected during Summer, 2008, or at the end of Spring semester, 2008.

The suggestion was offered to make the transition in the middle of Spring semester, if possible, to allow liaisons time for faculty training as well as give faculty time to acquaint themselves and prepare students for the new materials. This suggestion was supported by Executive Committee members as the most workable solution. Therefore, transition to New Generation LiveText will take place in March, 2008 (just after midterm), and courses within LiveText will be populated via the link to BANNER.

Dr. Reffel will verify that such a mid-semester upgrade can take place. The upgrade will require that all current LiveText materials be sent to a safe, electronic location for subsequent transfer into New Generation LiveText. Transfer during spring break might be less disruptive and will allow development of video-based training for some of the franchise programs. These programs will be assigned separate accounts similar to the current departmental or program accounts.

Dr. Reffel noted that other New Generation LiveText web casts will take place on December 5 (3:00 p.m.), December 12 (10:00 a.m.), and December 18 (2:00 p.m.) as well as the one scheduled on Dead Day (Dec. 4) previously mentioned.

Data Entry Session

At the beginning of the data entry session, Dr. Julie Reffel offered an overview of report generation and format within the current organization of the Exhibit Center. Generating reports for Fall will help verify that all data has been entered. Some programs have data from an initial portfolio review process that should be reported. The goal is to have all reported data from Fall entered into the LiveText Exhibit Center before the holiday break, preferably by Monday, December 10, when grades are due. PLEASE NOTE: Per Dr. Reffel, separate assessments should be saved as "Save As" files to avoid writing over previous data.

Respectfully submitted,
Larry Hilgert