

DEPARTMENT HEAD MEETING
(10/10/13)

Attendance: Barbie Radcliffe, Corine Myers-Jennings, Anthony Scheffler, Don Leech, Brian Gerber, Mike Griffin, Reynaldo L. Martinez, Jr., Kate Warner, Festus Obiakor, Leon Pate, Jack Rainer, & Nanci Scheetz

Meeting called to order by Dr. Gerber at 8:35 a.m.

CURRICULUM UPDATE: Dr. Scheetz presented a handout for a new Course and Revised Catalogue copy. New course will be Deaf Ed 3040. Discussion pursued regarding requirements, Track I or Track II. Dr. Martinez suggested that January deadline may be pushing it but was reassured by Dr. Leech & Dr. Gerber – ways of handling. Motion by Dr. Pate – 2nd by Dr. Martinez – approved by all with some minor typographical changes.

NCATE/CAEP - Dr. Scheffler gave update on CAEP. Need to start today putting into operation the standards –moving quickly – narrowing down. Make-up of Advisory Groups – need existing names, which represents department, why committee serves department; need to have impact on decision making. Dr. Rainer – can it be anyone or do they need to be involved with school system? Select the appropriate stakeholders. Committees can work through technology (not necessarily hold meetings). Show participation. Dr. Scheffler reiterated this needs to be done regardless of accreditation. Anyone that wants to attend conferences regarding CAEP procedures, please get names to Dr. Gerber as soon as possible – preferably today (10/10). Discussions regarding developing Assessment tool – Assessments in Field observation element – TKS instrument. Development of a new Disposition Measurement – showing growth – professional disposition. This can be done electronically but we need to be transparent to faculty. Currently working with IT department.

COLLEGE ADVISORY GROUP – all departments have Advisory council – draw from those groups for this council. Doesn't necessarily have to be in education/teachers. Make it more transparent – strong department advisory groups to draw from. Possibly one meeting per semester; Consist of 6 – 7 people – same as those on advisory committee in each department.

ASSESSMENT ADVISORY COUNCIL – doesn't have to have representation from everyone. This council doesn't make decisions – just gives input. Need people who can provide insights – from multiple perspectives – suggestions. Mike Griffin stated need to be people driven based on what is best for unit – someone that really wants to serve – if they don't know assessment – they don't need to be on committee. It can be teachers/clinicians alike – make it more efficient. Assessment; efficiency – clarity.

BUDGETS – Dr. Gerber/Dr. Leech handed out budgets for each department. Remember – money from operational budget can be spent on a wider variety of needs. Travel – only spend on travel. Move any “excess/left over” money to operational budget. Ginny White is

phenomenal and can help with any questions. Have faculty predict travel for the year; have a “sweep” date to look at budget and move any money needed in other areas. Money not spent can and may be cut if not encumbered. Schedule meeting with Ginny White if need be. She can assist with projections through end of year for travel, etc. It may be beneficial to schedule meeting with a “guest speaker” regarding budget every other month.

LIBRARY BUDGET – COEHS very lucky to have money allocated for library budget. If you have excess in your budget and are willing to share with other departments that need it – please do so. Dr. Pate offered his to anyone that needs it. If it’s not spent, it will be cut. Can be used for anything – audio/visuals, etc. – possibly cataloged in library. It was suggested that someone from library attend Dept. Head meeting or departmental meetings to explain process or issues with library budget, etc. COE has 80% of graduate programs and therefore gets heavier weight (per Dr. Gerber).

edTPA – Dr. Gerber gave update on edTPA. He met with Advisory Group (Jessica Graves, Melody Fuller, Jamie Bird) on Wednesday afternoon. Everyone needs to understand that edTPA is directed toward certification programs. Central assessment will be coordinated from field experience office. Need training for faculty/facilitator from each department. Required pilot program with students in 2014. In 2015 students not passing will not be certified. Faculty need to learn process and program in order to make changes and help students pass. Dr. Gerber asked that everyone be supportive and patient with Advisory Group as they work to get this program into place. Department liaison needs to communicate with Jamie Bird.

Dr. Gerber asked all departments to send a Matrix w/courses & numbers to Jessica Graves as soon as possible – preferably by the end of the week. She will review for gaps. They will then present outline and update matrix at next department head meeting which will hopefully provide clarity for everyone. Department heads need to know the general plan and follow up procedures. There are still a lot of unknowns – possible fees charged to students in pilot program, etc. – still up in the air as to process. As soon as it is known – it will be made known to departments. But for now – just please be supportive and patient.

TRAVEL – Dr. Leech gave update on “travel” reimbursement procedures, etc. Getting ready to ramp up the travel pilot to next phase. All faculty who travel for supervision/off campus teaching, etc. can be sent to Megan in Dean’s office. Please send list of faculty (including you) that want to participate in this. Megan will do all travel submission and will then send form back to faculty for signature. Please communicate with Megan if you see any errors. Please get all pertinent information to Megan (Dr. Leech complimented Megan on how well she does this job). Any and all documentation required for the reimbursement (receipts, forms, etc.) need to be sent to Megan. Next phase will be to bring everyone in.

COMMITTEES CONCEPTUAL FRAMEWORK COMMITTEE – has been disbanded. Will reassign anyone available to other committees at later date.

ANNOUNCEMENTS/OTHER BUSINESS -- Dr. Gerber gave update on Provost Search Committee – hired a firm out of Atlanta . Will get more information out – who we want for Provost, etc. – hopefully early next year – start receiving Resumes, etc.

Heart Walk – have a student in COMD in charge of getting people involved. Need a COEHS team – any student organizations that want to be involved. Hope to have large representation from COEHS.

Dr. Myers-Jennings asked about parking for new building at North Campus. Issues and/or concerns are being addressed. Suggestions made for “bike path”, APPS for GPS on buses to know routes, pick-up times, etc. Parties are aware of issues and are working on solutions prior to Spring Break “opening schedule”.

Mike Griffin spoke appreciation of department head meetings. Festus Obiakor also stated how impressed he is with leadership and open communication. He did ask about procedures for concern forms – to which it was decided that would be put on agenda and discussed at later meeting.

Jack Rainer and Kate Warner handed out a flyer regarding public event “Our Stories Our Selves” coming up in February with Guest Speaker Jonathan Young. Will be huge event put on by the Departments of Psychology & Counseling, Social Work, and Marriage & Family Therapy. All are invited to attend.

With no additional items, meeting was adjourned at 10:45 a.m.

Respectfully submitted,
Becky Wetherington