

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE MEETING
(05/29/14)

Attendance: Barbara Radcliffe, Jamie Bird, Michael Schmidt, Donald Leech, Anthony Scheffler, Mike Griffin, Reynaldo L. Martinez, Jr., Larry Hilgert, Festus Obiakor, Leon Pate, Doug Farwell, Jack Rainer, Mizanur Miah, Mimi McGahee, Kate Warner, Scott Grubbs, and Lynn Minor

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

Approval of Minutes: The minutes from 05.22.14 were reviewed. Dr. Pate moved to accept the minutes and Dr. Radcliffe seconded. No one abstained and said motion passed via consensus.

Faculty Contracts: Dr. Leech provided Department Heads with faculty contract. He stated these contracts are not to go out until Monday (06.02.14). If anyone has been held in academic affairs, you should have a note stating the same. If not, please check your envelope to make sure that you have a contract for all faculty members. If you have an extra contract, please hand-deliver these to the Dean's Office. Dr. Leech will deliver these extra contracts himself to Honey. If you have missing contracts, directly communicate with Honey, even if they are new people. Make sure to get them signed ASAP. If they are not returned ASAP, HR could go as far as pulling their contracts. It is very important that you get those in ASAP. Please also confirm (or provide corrections) summer rosters. Dr. Leech has to turn those in tomorrow (05.30.14) by noon into the Registrar.

New certification officer: Dr. Leech announced as of the first of June 1st, Dr. Julie Lee is retired. Ms. Renee Whitmer is going to take over as the certification officer. This office (Advising Center) will be undergoing a name change as they will be encompassing more than just advising our students. The name will reflect more of a "support" role for students. Ms. Whitmer will be under this department. Her title will be the Assistant Director of Certification. She will be the new "go-to" person for certification here at the COEHS.

Key course assessments: Dr. Minor has provided handouts to the committee regarding what the key assessment measures are and how they have been modified at this point. Discussion ensued regarding each programs' Key Assessment Measures.

CAEP Updates: Mr. Grubbs presented the committee with an update on CAEP. The way we are approaching this (CAEP) is the same way we are going to approach each PRS. Some of the standards have been done and there are approximately 3 standards to go. There will be an internal committee looking at the report followed by an external group looking at the report before sending it out (09.21.14).

Mr. Grubbs then proceeded to show the committee the "new and improved" AIMS. One of the big changes is how each department will select evidence and how to justify the same. There is a limit to 90 artifacts. The COEHS will need to be very selective in what artifacts are provided. According to CAEP, we are "The Pilot" in the nation. Accordingly, we are going to be looked at very closely and likely used as a standard in which other universities will compare themselves. With this in mind, it is not going to be enough to simply write about a piece of evidence; every piece of evidence selected will have to be defended. The explanation is only allowed to be 2000 characters; therefore you need to be direct and concise. If you cannot answer all five of the questions, you do not need to use that piece of evidence. Please keep in mind, Questions Number 4 is going to be the most important. Therefore, please make sure that you concentrate on this one in particular.

Dr. Scheffler emphasized while we cannot attest to validity at a deep level, we can explain how we are going to move forward. Explain the degree to which the piece of evidence is valid and outline how you are going to move forward to make it more valid. Even though we are a pilot, this does not let you off the hook. We still have to step up and take responsibility regarding our AFIs.

Dr. Minor mentioned being mindful of your attachments (i.e. pieces of evidence). The attachment can give them more information than the explanation can. She also reminded the committee the PRS is due October 1st.

Dr. Minor provided the committee with a handout regarding the GaPSC Review. The state has decided that they are going to do PRS through LiveText for us. You will notice the PSC is asking the same 5 questions as the PRS. All initial teacher prep programs and the other school professional school programs will complete this. Dr. Minor would like to schedule a workshop in order to help the Department Heads choose what the evidence their department will use. This will help with some of the legwork before faculty get back from their summer breaks.

Announcements/Other:

- Dr. Scheffler suggested looking for a way to work directly with the coordinators. His proposal is to come up with a “Coordinator Committee.” This should help with any communication issues there may be with the idea of becoming more efficient. This committee should be a conduit of information, not a decision making group. The members of the Executive Committee agreed that this Coordinator Committee needs to be formed and Dr. Scheffler will work on the details.
- Tech Committee – getting ready to submit a technology plan that is charting a course.
- There has been a committee selected and will be CAEP reviewers. You need to look at your web pages ASAP.
- Each department needs to be working on formal agreements. The COEHS will need a MOU from any school we are placing students with.
- On July 16th a workshop on how to move from traditional to competency based will be taking place.

Meeting adjourned at approximately 10:00 a.m.

Respectfully submitted,
Jessica Pippin