

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE MEETING
(06/12/14)

Attendance: Barbie Radcliffe, Reynaldo Martinez, Anthony Scheffler, Brian Gerber, Mike Griffin, Don Leech, Lynn Minor, Leon Pate, Larry Hilgert, Jamie Bird, Kate Warner, Doug Farwell, Mimi McGahee, Festus Obiakor, Corine Meyers-Jennings, and Mizanur Miah

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

Approval of Minutes: After reviewing the minutes from 05.29.14, a motion was made to approve the minutes with minor changes.

Program Progression: Dr. Minor shared how the COEHS had “policed” students through check point courses in the past. While this process had essentially worked before, Dr. Minor and Mrs. McGahee would like to make this procedure automatic. As of now, the policing of students has been governed through the Advising Center. All courses have been identified that require admission to teacher education for the registrar’s office. Verification is now needed from each department to make sure these courses are correct. The Registrar’s Office will run these check points throughout the semester from this point on. Students may be overridden into a course if they needed to retake it, but they will not be allowed to progress forward with their course of study.

CI Matrix: Dr. Griffin’s department (KSPE) was the first to submit the Continuing Improvement Matrix Process. He and Dr. Minor reviewed the KSPE department matrix and discussion ensued regarding their findings. This was a learning experience for both Dr. Minor and Dr. Griffin. Dr. Minor would like to meet with each department to make sure that everything is clear for every department. It was noted that this document is a work in progress and it should remain a work in progress. Discussion ensued regarding the matrix template. Dr. Minor is going to send out a blank template of the sheet she provided.

Council of Program Coordinators: Dr. Scheffler presented the committee with a draft description of the Council of Program Coordinators. This council will deal with the programs and curriculum matters. The Council will not be a decision making committee; it is more of a discussion committee. Discussion ensued regarding the structure of the committee. Dr. Obiakor moved to approve the council and Dr. Miah seconded. Said motion passed with minor corrections to the description. No one abstained.

CAEP Update - Data Use for Program Improvement: Dr. Scheffler announced, as of today (06.12.14) we have less than 70 days before we submit the SSR. Everything is moving along quickly toward the dead line. In July, we will be examined by an external reviewer. This particular reviewer has a reputation of being very strict. We are trying to get all of the areas of concern determined so the entire COEHS is on the same page. Dr. Scheffler stressed the

importance of VSU being the only university in the nation piloting CAEP and TI in the upcoming 2014-2015 year. Therefore, VSU will be under many eyes. In light of everyone trying to learn “the process,” the Board of Examiners will likely ask a lot of questions. We cannot make the mistake of trying to push a lot of information on the Board. CAEP is limiting the amount of information we are allowed to submit to sideline the former process. PRS is due October 1st for every program. Their information is required to be the same style as CAEP. Therefore, please be prepared. We are still using the Program Data Use for Program Improvement. Therefore, COEHS DOES need them for 2013-2014.

Tenure and Promotion Requirements – Peer Observations: Dr. Leech presented the committee with multiple handouts. These handouts provided the committee with examples of what they need for tenure and promotion. He stressed the importance of each candidate needing to have two strong pieces of evidence. (Please see handouts.) Peer observations are described as a strong piece of evidence. Discussion ensued regarding tenure and changes.

Announcements:

- Dean’s Council has not met. They will have a meeting next week, and this will be Dr. Danahar’s last meeting. Dr. Rogers will be the new Provost.
- Student passed away in the Czech Republic. Our thoughts and prayers are with the family. This student was a post-traditional student, in his 40s.
- Please keep in mind NCTQ Teacher Prep Report is coming out next week.

Meeting adjourned at approximately 10:16 a.m.

Respectfully submitted,
Jessica Pippin