

EXECUTIVE MEETING
(10/24/13)

Attendance: Reynaldo L. Martinez, Barbara J. Radcliffe, Sandra D. Trowell, Mimi S. McGahee, Anthony J. Scheffler, Donald W. Leech, Brian L. Gerber, Michael R. Griffin, Lynn C. Minor, James L. Pate, Larry Hilgert (sitting in for Jackson P. Rainer), Kathy L. Warner, Mizanur R. Miah, Sterlin J. Sanders, Lynn Corbin, Ransom Gladwin, Corine C. Myers-Jennings, and Festus E. Obiakor

Meeting called to order by Dr. Gerber at 8:37 a.m.

Technology Updates:

Sterlin was solely in attendance for Technology and IT. He stated from the period of 09/26/13 to present they have had a total of 382 calls for desktop issues among colleagues. To date, they have also installed four new projectors in the College of Education. Per Dr. Griffin, they are working on updating the technology used in rooms 180, 181, and 183. The parts for these repairs should be in by the end of next week (11/01/13).

One of the other areas the IT Department is working on is a new VSU portal, *My VSU*. It is only two days old at this point and they are in the process of getting all of the systems synced to the portal. This addition will allow people/staff to bypass the authentication process for every different portal VSU has to offer (i.e. VSU Email, Banner, BlazeView, etc). At this time, the only systems that are working are the programs marked with a green circle.

Jason Gaskins is the College of Education's contact person in connection with Banner and Banner issues.

Approval of Minutes:

Minutes were approved by Dr. Obiakor and a second made by Dr. Scheffler pending minor corrects/spelling changes to the minutes.

Dean's Updates:

Dr. Gerber stated he has no real updates. The Competency Based Education did not have a lot of direction. He stated there was not much to it at this point in time. He did state that administration was going to hire someone to be a VP of Innovation Programming. This indicates that the University is going to take this seriously.

Course/Curriculum Changes:

Dr. Martinez presented changes to the Adult Career and Education Department programs. Most of the changes were minor changes. In specific, these changes consisted of clarifying the terms student and candidate and simplifying the phrasing of the description of the program outcomes and assessment. Making the assessments more specific regarding requirements was also

proposed. Because these were minor changes and not changes to the content, a motion was made by Dr. Pate to accept the changes and seconded by Dr. Radcliffe. All agreed. Discussion pursued regarding the Adult Career and Education Department changes. Suggestions were made by Dr. Miah and by Dr. Obiakor regarding encouraging students make presentations in addition to submitting manuscripts for doctoral students. A motion to accept was passed.

Dr. Warner presented changes to Marriage and Family Therapy Courses. These changes included the names of courses to be more content specific along with the description to reflect a more accurate depiction of the course. Dr. Warner also stated that some courses listed in the Marriage and Family Therapy program is cross listed with courses some Sociology programs. Therefore, both programs are working simultaneously to get rid of redundancies.

Dr. Leech stated because many of these changes are changes to content and the vast range of the changes, this vote has been deferred until the next meeting, giving each department a chance to fully review these changes.

Dr. Griffin also stated that the changes to be made will need to be underlined so the changes are easier to see (and per protocol).

Student Advisory Committee:

Ms. McGahee presented proposed guidelines for this committee. She stated this form has not been sent out at this point because she wanted to present it to the Executive Committee for feedback. Her plan is get this out through faculty, the Advising Center's Twitter account and through parents. After committee members were given the opportunity to review the outline, discussion pursued. Questions regarding the formatting of the committee ultimately emerged as the top issue regarding this committee. The final decision was made to have 3 faculty members, 6 students and 1 parent on the Student Advisory Committee. Ms. McGahee is to sit as the chair of the committee. Each year, departments will rotate as to whose faculty members will sit on this committee. Ms. McGahee requested volunteers for the first year and Middle Grades, Psychology, and COMD volunteered to elect a faculty to this position. This will count as "service" requirements for faculty. The 6 students will be comprised of a representative for each undergrad department. Dr. Scheffler suggested not appointing a faculty member in administration. Dr. Martinez motioned to create the Student Advisory Committee and Dr. Obiakor seconded the motion. All agreed.

Dr. Martinez did state he would like to see a committee of students for the college as a whole. While the Student Advisory Committee did not meet that goal, Dr. Gerber stated he had ideas and they would discuss this.

Program Advisory Committees:

Dr. Scheffler stated we need an advisory committee for each program. He is going to send out what/how they need to be made up and an example of what it should look like. He stated some departments already have these types of advisory committees in place and if they are already in place to simply review the outline and see if any of their committees need to be re-formatted.

These committees need to conduct as an actual committee. They need to attend regularly scheduled meetings and provide abbreviated minutes to Dr. Scheffler. The point of this is to get each department and programs within the department on the same page. There have been attempts at this in the past, therefore, the need is great to work together on this.

COEHS Committee Update:

Dr. Leech, Dr. Warner and Dr. Scheffler presented the Executive Committee with the nominating committee print out (see attached handout). Dr. Leech stated Dr. Warner was appointed as the chair for this committee. Dr. Leech also proposed a name change to the “Nominating Committee,” because they are not nominating at this point anymore. The name of the committee is to be “Committee on Committees.” The description of the committee is outlined in the handout. (See attached.) Dr. Obiakor motioned to accept the change of “Nominating Committee” to “Committee on Committees” and Dr. Pate seconded the motion with minor editorial changes. All agreed.

The second part of the update consisted of providing a list of all committees. Discussion regarding the makeup of the committees ensued. A motion was made by Dr. Griffin to accept the list and a second made by Dr. Radcliffe. Dr. Martinez abstained from acceptance of the committee list. Everyone else agreed.

Banner Coding:

Dr. Scheffler stated this matter was more of an informational discussion. There needs to be consistency within Banner in regard to coding. There are some concentrations listed in the course book that are not registered with the registrar’s office. Departments need to come together to work on clearly coding. All agreed.

GACE – identifying Candidate Readiness:

Dr. Scheffler presented the idea that all programs will, in the future, have a “course” or set point within the semester where the system will automatically make the student eligible for the GACE. Each department and/or program needs to decide what that point is. Dr. Gladwin stated naturally that should fall either right before or during student teaching. However, Dr. Leech stated the concern is ensuring students have time to retake the GACE if needed. Dr. Minor stated the time between registration and taking the exam has diminished drastically. Discussion ensued regarding the idea that “one size does not fit all in this case.”

Field Experience Office:

Dr. Graves was not in attendance and Mrs. Bird was not in attendance, therefore, the item was tabled until next meeting.

Advising Center:

Dr. McGahee just wanted to remind everyone of the email she sent out on Monday (10/21/13) regarding US Space Camp.

Assessment Center:

Dr. Minor thanked everyone for their work in preparing their PAAR reports. She acknowledged there had been difficulties in entering in faculty. She stated departments cannot enter their faculty in within their programs. They have to go out of their programs and enter them in through the main portal in PAAR. She stated if they were still having difficulty, to please contact her and she will be glad to enter faculty for them.

Announcements/ Other Business:

Dr. Gerber stated the Deans have been attempting to address public safety issues and taking the necessary steps in making sure the campus is safe. He stated the safety of the campus is also on the administration radar. He has already voiced his concerns regarding surveillance and the proper steps are being taken to ensure everything is being done to make the campus safe. Dr. McGahee and Dr. Minor did state students need to know that the emergency number on campus is 229-259-5555 (or simply 5555). Calling 911 is not necessarily the best route to take because they are not familiar with VSU's campus.

Dr. Myers-Jennings announced that they are having a guest speaker on Friday (10/25/13) beginning at 8:30 a.m. in the UC, Magnolia Room, if anyone would like to attend.

Dr. Obiakor stated that he, Dr. Pate and two faculty members have met to discuss a new minor. They are teaming up to create a Special Education & Leadership minor.

Dr. Martinez announced the next meeting of the Council of Department Heads will be on Tuesday (10/29/13) beginning at 4:00 p.m. and encouraged all to attend.

Dr. Leech announced that he is going to send one list to Angela regarding the travel pilot faculty list. It is due to him tomorrow. (10/25/13)

Dr. Gerber announced that he needs to P&T application by Monday (10/28/13).

Meet was adjourned at 10:22 a.m.

Respectfully submitted,
Jessica Pippin