

Curriculum and Instructional Technology

August 19, 2008

JZ AB VH LL EW LS DD

1. EDS Orientation

Email Thursday in the event of cancellation due to "Fay".

LL prepare WS to edit/ correct APA

VH to conduct APA session

AB to pick up lunch (sandwich tray, cookies, water, veggie tray, chips, plan for 40 people)

Will also need paper plates, napkins, etc.

Will set up in room 226 for lunch

LS to take care of survey, add link to disposition form on EDS advising shell, students to send email when disposition form completed

2. Two Doctoral students taking EDS courses as electives: 8100, 8200, 8300, 8400, 8500.

Will need to be added to the EDS advising list; 2 more to be added later.

3. Grades/ proof rolls/ syllabi to be placed in folders at front

4. Add Dewar College of Education plagiarism policy to syllabi

5. Advising sheets, need to update and get to LS

a. Keep up with IP grades

b. Do not take student off advising sheet

6. Post office hours and send to front desk

7. Scheduled meeting for this group: Tuesday 1:30

8. Review goals for CLT, get feedback to Dr. Leech

9. Curriculum changes:

a. EDS / Library Media Option in the works

b. Changing from 26 hours to 36 hours,

c. Modified curriculum to match AASL standards

d. Course changes/ modifications 7400, 7201, 7202 would need an online option

e. If approved will be promoted at GACOMO in October

10. Portfolio artifacts

- a. LM degree and certification only students should write captions
- b. DD to provide copy of AASL standards to AB & LL for library media students

11. Every program has to have P12 learning assessment project with effect size:

- a. M. Ed. IT & LM -- ITED 7300
- b. Ed.S. / IT -- ITED 8999
- c. Must have Standard deviation and mean, use pre –post data to calculate effect size, includes action research projects that use staff development projects with teachers

12. All programs have a literature review

- a. M.Ed. TA -- ITED 7070 summer
- b. Ed.S. IT -- ITED 8960 summer
- c. M.Ed. LM (not cert only) –ITED 7070 summer

13. LS considering Learning Objects for 8970

14. JZ adding Wimba Podcaster to 8100, also using wiki

15. JZ going to Hungary during Spring semester, leaving near the end of January, will be gone through the end of May. Will teach one section of 8100 from Hungary.

16. GOML classes provide an elective for B. Stanley's students

17. K. Vanderbilt possible adjunct for GOML classes in the future

18. VH send Spring 08 and Fall 08 calendar for 8999 to LS.

19. DD to get permission from guest speakers in Live Classroom archives to show the archived sessions to incoming students / interns.

20. Check Banner for final exam list and schedule.

minutes recorded by DD

Curriculum and Instructional Technology

August 26, 2008

JZ AB VH LL EW LS DD

1. The group recognized Verilette Hinkle, who just finished an article and will submit it for publication. Publishing is strongly encouraged as a part of scholarship.
2. The PSC pre-vist for the Online Teaching Endorsement will be by phone this Thursday, Aug. 28. The full review will be on Sept. 14 - 17.
3. Ed.S. Online Orientation - The on-site orientation was held online due to concerns about tropical storm Fay. The consensus was that more lead time and smaller groups would lead to a more successful online orientation. JZ was commended for her efforts in leading the reorganization of this event.
4. Proof rolls are due this week.
5. Post and update advising spreadsheets in the Ed.S. orientation site in WebCT. Also give a printout to LS.
6. Be sure to review dept. goals before next week's meeting.
7. Dr. Leech's comments on travel - The department travel allotment per faculty member is \$500. The COE is considering 3 options for distributing an additional \$15,000 among all the faculty. a) \$114/person b) \$90/person with additional scholarship awards of \$500 upon publication c) \$500 stipends only upon publication.
8. JZ will seek a one course release for someone to serve as coordinator while she is on a faculty exchange in the Spring 2009 semester. She will also complete a task list so that we can better plan for her absence during this time.

9. Class schedule challenges

- release times needed to support faculty who have additional professional responsibilities
- having the same instructor for the same students in both 8970 and 8999
- balancing enrollments and faculty loads
- GOML impact on loads
- identifying and preparing adjuncts

10. Ed.S. scheduling - students could take a course in addition to 8999. ITED 7050 and 7200 were recommended.

Andy Brovey

Curriculum and Instructional Technology

September 9, 2008

Attending: JZ AB VH LL EW LS DD

1. Minutes from the August 26th meeting were approved.
2. JZ reminded everyone to update their credentials for SACS.
3. JZ announced the upcoming PSC review of the Online Teaching Endorsement.
4. The SACS Assessment Summary was discussed. Further input is needed from the COE Assessment Coordinator and DL before we can formulate a plan to address the process.
5. VH presented a request from the School Psychology Ed.S. program. K. Hinkle would like to review documents related to the thesis and action research project. The School Psychology Ed.S. program is considering modifications in their culminating experience. We were all in agreement that the documents could be shared.
6. The IRB has requested the definition we use for Action Research. LS has sent copies of appropriate definitions to the IRB.
7. The IRB has agreed that the action research projects completed by the Ed.S. students do not need formal review.
8. A recent posting on the Georgia Library Association Listserv was brought to the attention of the group by DD. The MLIS Director has posted a request for interest for an Ed.S. in MLIS. JZ will contact the MLIS department to clarify the posting.
9. Advising folders for LM and CO are currently being routed to LL. New admissions will be taken by LL for summer 08, fall 08, and spring 09.
10. It was noted that we are short handed in gathering and processing assessment data because the GA who would be assigned to assist with the task must be used to help cover the department desk due to the secretary vacancy.
11. DD requested information on the process for appealing the 7 year course rule. The process is for the student to provide a written request to the advisor, who then writes a letter of support (if applicable), and both letters are forwarded to Dr. Brian Gerber as chair of the Graduate Appeals Committee.
12. One TA portfolio is due for review this term. AB and EW will serve as reviewers.

13. Two Ed.S. graduates (Booth and Stenbridge) will be presenting their action research projects at South Georgia Media Specialist Conference on September 16th. DD and AB will also be presenting at the conference.

Ellen W. Wiley

Curriculum and Instructional Technology

September 16, 2008

Attending: JZ AB VH LL EW LS DL

1. JZ reminded everyone to update their credentials for SACS. All had completed the credentials update.
2. JZ provide a revised copy of the spring schedule. The schedule was discussed. KV will be teaching CIED 7601 and CP is available to teach a section of ITED 7299 if needed. VH will serve as the coordinator while JZ is away.
3. Coordinator duties were reviewed: Develop Summer and Fall schedules; schedule and lead meetings; attend coordinators meeting; attend executive committee meeting if needed; order textbooks for adjuncts; serve as contact for adjuncts; submit curriculum changes; and admit Ed.S. students for fall.
4. JZ announced the PSC review of the Online Teaching Endorsement was underway. JZ presented an overview of the endorsement for the team on Sunday afternoon. JZ, AB, and EW participated in an interview Monday morning. DL was interviewed on Monday morning. Students and other VSU personnel were also interviewed as part of the process. The review team oral report has been scheduled for 3:00 on the 16th.
5. JZ will submit a course change form for CIED 7603 to add CIED 7601 and CIED 7602 as prerequisites.
6. Two Ed.S. graduates (Booth and Stembridge) presented their action research projects at the South Georgia Media Specialist Conference on September 16th. AB reported that the presentations went well. DD and AB also be presented at the conference. All presentations were well attended. AB noted that 80% of the audience for his presentation indicated that they were VSU graduates. Our program has a positive and direct impact in the region.
7. LS and VH attended a workshop (9/15) on VAT a system for conducting video observations. Several licenses for VAT were purchased by KH for use by COE faculty. LS will demo VAT for the CL&T faculty at a future date.
8. LS verified the faculty list for the PARS report. LS distributed information sheets that are to be updated by faculty for the PARS report.

11. Travel issues were discussed. All department members were requested to attend the People Soft training for travel.

12. The Advisory committee feedback loop was formalized.

Ellen W. Wiley

Curriculum and Instructional Technology

September 22, 2008

Attending: JZ AB VH EW LS DD DL

1. Minutes for 9/16/08 were approved.
2. LS gave an overview of the VISTA Advisory meeting held on 9/17.
 - Version 8 of WebCT will be rolled out for Maymester courses. A test server has been set up so that the VISTA Advisory members can look at the new version. Training will be conducted during spring term to prepare faculty. New features have been added. The discussion tool now provides options for blogging and journaling. Courses will not transfer easily to the new version.
Whether to keep WebCT housed here or at UGA was also discussed. The board was in favor of keeping control here.
The Online Lifeline Conference was also discussed. Distance Learning and CE will not be able to coordinate the conference given staff shortages with the transfer of BP to another department and added duties.
3. JZ reminded everyone to be sure that syllabi for all courses should be placed at the front desk.
4. Program coordinators will be meeting with KH at the Graduate School on 10/2 to discuss catalog information.
5. Preliminary summer and fall schedules are under development.
6. VH presented the idea of changing the action research project to a Response to Intervention (RTI) format. She will research the option further.
7. DL responded to requests for SACS requirements. Information will be available after the PAARS data has been finalized.
8. DL will notify JZ if the Ed.S. in LM will be brought to the Executive Committee this week.

Ellen W. Wiley

Curriculum and Instructional Technology

September 30, 2008

JZ AB VH LL EW LS DD

1. AB and DD have submitted a grant proposal to the Graduate School to fund equipment for conducting intern observations. Interns would train mentors in the use of equipment and selected communication application.
2. AB has submitted a grant proposal to the Graduate School to fund voice recognition software.
3. AB and EW are scheduled to present at GaETC.
4. LS asked group member if they had completed the online teaching survey. Several of the group members reported that they had completed the survey. Others were encouraged to complete the survey.
5. EW previewed WebCT Version 8. Several new features were noted. LS reminded everyone that rebuild time would need to be planned to prepare courses for the new version.
6. JZ announced that secretary interviews were under way.
7. The Online Lifeline Conference was discussed. Everyone received a call for proposals in the campus mail.
8. JZ reported that KC was interested in working as an adjunct. AB will contact him to discuss possible duties for spring.
9. JZ is updating Library Media Certification information.
10. JZ had been contacted to join a Georgia Digital Innovation Group. AB was aware of the group and will provide additional information.
11. BK, a former Louie Brown Scholar with out department, will serve as JZs mentor while she is in Hungary.
12. JZ announced meeting with KH to be held Thursday at 2:00. The purpose of the meeting is to verify catalog information for our programs.
13. LS led a discussion of the SACS report that is being compiled. Draft copies will be given to program area coordinators for review and additional information requests.
14. JZ polled the group about students who have dropped.

15. VH further researched the RTI process brought up at the last meeting. The RTI will not meet the needs of our Ed.S. program.
16. VH suggested that counties that require additional approval for projects to be implemented be identified. Students in those counties would need to start the approval process during ITED 8970 to facilitate implementation of the Action Research Project.

EW

Curriculum and Instructional Technology

October 21, 2008

JZ VH LL EW LS

1. JZ brought greetings from former students who attended COMO in Athens last week.
2. DD and a former student presented to a full house at COMO last week. Content from the presentation was referenced in meeting and other presentations during the conference.
3. JZ presented on Online Teaching for Media Specialists was well received by the approximately 75 participants who attended. It appears that we are the only institution that has submitted an online teaching endorsement to the PSC.
4. JZ reported that the online teaching certificate was approved at the VSU Executive Committee on 10/20. The proposal will now be sent to the BOR for approval.
5. JZ reported that the LM Ed.S. option was approved at the VSU Executive Committee on 10/20. We will need to finalize PSC approval for the option before we admit Ed.S. students to the new option.
6. Spring Ed.S. admissions applications have been received. The applications are currently being processed. JZ will work through the application review process with VH in preparation for fall applications next spring.
7. JZ met with KV who will be teaching the CIED 7601 course during the spring 09 semester.
8. LS requested that the courses in Banner be checked to verify that the correct instructors are listed.
9. LS mentioned the need to note revisions for ITED 8970 in preparation of the redesign which will be needed as we move to the new WebCT version for fall 09.
10. JZ reminded everyone about advising.
11. LS shared the graduation application process and forms that were used this term.
12. JZ and VH will be attending People Soft training on 10/23. Many concerns about the functionality of the new travel forms were expressed.
13. A Prior Learning Assessment (PLA) request from a current student was addressed. It was recommended that the student take a course substitution instead.

14. LL reported from the Faculty Senate. He shared that Dr. Levy is interested in faculty sharing their feedback on adopting e-rate for all programs that are 95% or greater delivered online.
15. LS distributed information on P&T. She discussed the handouts and requested feedback from the group. We will bring the feedback to a future meeting.
16. LS discussed the Institutional Effectiveness Report. Monday 10/27 has been set aside to provide assistance to LS in finalizing the reports.

EW

Curriculum and Instructional Technology

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EW

Curriculum and Instructional Technology

October 28, 2008

JZ VH LL EW LS AB DD

1. LS provided an update on the SACS reports for the IT TA and Ed.S. programs. Both program reports are nearing completion. The LM report has already been submitted.
2. EW reported that the Ed.D. SACS report has been submitted to DL.
3. LS discussed the new IRB requirements for dissertation chairs. All chairs must complete the online training modules and verify completion of training through a signature on the IRB form.
4. LS is investigating the inclusion of at least one of the modules (ethics) in the ITED 8970 course.
5. JZ reported on the Ed. S. admissions for spring 09. There were 28 applications with 18 full admits and approximately 5 who may appeal.
6. LS requested input on the P&T information distributed last week. We will discuss the P&T information at our meeting next week.
7. EW, JZ, and AB will be presenting at GaETC next week in Atlanta.
8. AB reported that one of our TA students (DH) presented at the technology conference held at Rock Eagle last week.

EW

Curriculum and Instructional Technology

November 4, 2008

JZ VH LL EW LS AB DD

1. JZ polled the group to select the person who would receive a computer upgrade. VH was selected to receive the computer upgrade.
2. JZ reminded everyone about the HR deadline this week for changes to insurance plans.
3. Problems with People Soft travel forms were discussed.
4. JZ, EW, and AB will be presenting at GaETC this week in Atlanta.
5. JZ discussed the mega section workshop she attended on the 31st.
6. LS led a discussion of the Promotion and Tenure guidelines.
7. DL led a discussion about Staff Appreciation Day. Tasks were assigned to carry out the selected plan of action.

EW

Curriculum and Instructional Technology

November 17, 2008

JZ VH LL EW LS DD AB DL

1. People Soft issues were discussed.
2. Faculty Annual Reports were discussed. The reports will be due in January. We will use the same form as 2007.
3. Summer and fall schedules will be due in December. Summer budget will be the same as 2007-2008.
4. JZ presented Ed.S. admissions appeals.
5. LS circulated a revised Learning Report form to be used with ITED 8999.

EW

Curriculum and Instructional Technology

December 2, 2008

JZ VH LL EW LS DD AB DL

1. JZ presented an appeal for admission to the Ed.S. program for spring 09.
2. JZ requested that the listserv for caitstu be reactivated. DL will communicate the request to KJ.
3. JZ requested that the CIED 7601 and CIED 7602 courses be checked to verify location within Banner and schedule. CIED 7601 should be listed for the first short term. CIED 7602 should be listed for the second short term.
4. JZ discussed catalog copy changes. DL will check the progress on catalog changes with KH.
5. DL requested volunteers to attend Graduation.
6. DL discussed the new incomplete and withdrawal policy. The policy will begin in Spring 09. We were encouraged to add a statement and link to the new policy in our course or syllabus.
7. JZ recommended that we bring in food for donation to the food bank instead of having a departmental meal. Food will be collected for delivery on December 12th.
8. The Ed.S. orientation was discussed. The date for the spring orientation will be January 10, 2009.
9. LS communicated deadlines for data submission for fall. Data should be uploaded in Livetext by 12/12/08. Additional data that are not required in Livetext should be emailed to LS.

EW

Curriculum and Instructional Technology

January 27, 2009

VH LL EW LS DD AB DL

1. VH reminded the group that library money is available. All orders are due February 16th. Submit requests to KJ.
2. VH reminded the group to complete the SACS Portal entries by January 30th.
3. LL asked about the release of WebCT 8. Final roll out will either be summer or fall.
4. LL discussed the professional portfolio deadlines for spring. The due dates are as follows: March 30 received from students; April 6th returned to LL after faculty review; and April 20th for final submission from students. EW will update the web site to reflect the schedule.
5. LS asked advisors to update their advising information via the files located in the WebCT shell.
6. LL discussed the continued use of RSCH 7100 as an alternative to ITED 7070. LL also proposed submitting a curriculum change to reinstate the use of LEAD 7200 as an approved alternative to CIED 7060. EW will complete the form and submit the change to DL.
7. DL presented the PSC requirement of submission of a PRS for the Ed.S. Library Media option. The PSC will conduct a paper review. LS will locate the necessary information and pass it on to VH and EW to prepare the final PRS.

EW

Curriculum and Instructional Technology

February 3, 2009

VH LL EW LS DD AB

1. LS distributed catalog copy to faculty for review. Changes should be returned to LS as soon as possible.
2. LS distributed copies of the SPA assessments by program. She asked that each faculty member to check for the assessments that are required from their courses.
3. LS reminded advisors that all new students should complete the Dispositions Survey. Instructions and the link for the survey should be provided to new students in the departmental welcome letter.
4. LS reminded advisors to add all new students to the advising spreadsheet as they are admitted to the program.
5. LS identified needed web updates. Additional updates will be given to EW when the catalog changes are complete.
6. EW provided an overview of BlazeVIEW (WebCT Version 8) for the group. The production server for the new version should be available about March 1.

EW

Curriculum and Instructional Technology

February 17, 2009

VH LL EW LS DD AB

General Information

1. EW announced that the C&I doctoral program changes all passed the Academic Executive Committee on 2/16/09.
2. The USG Office of Faculty Affairs announced the first in a series of faculty development sessions to be delivered online. These sessions present topics of timely information pertinent to faculty and their teaching responsibilities. AB will be presenting the inaugural session “Web 2.0! The Read/Write Web.”
3. EW discussed to new tools presented at the Online Lifeline Preconference and Conference (iSpring Converter and Wimba Create).
4. LL discussed the Strategic Plan request for information.

Program Notes and Changes

1. ITED 7050 has moved from a blog format to a wiki for better management of student postings and data.
2. ITED 8960 will add a research blog to track student’s literature review process to address issues in ITED 8970 related to identifying appropriate literature.

Curriculum and Instructional Technology

March 10, 2009

VH LL EW LS DD AB

1. The summer and fall schedules were discussed. VH will take questions about the schedules to DL for clarification.
2. VH and LS will review the Ed.S. advising list for ITED 8960 needs.
3. Early advising for summer and fall will be March 30 – April 17.
4. Ed.D. and Ed.S. applications are due March 15th.
5. COE Honors Night will be April 7th from 5:30-7:00. VH, AB and LL will attend. EW will prepare the framed certificates. Students to be honored were selected
6. EW announced that departmental catalog changes were approved at the Academic Executive Committee on Monday.
7. LS provided an assessment overview.
8. EW shared an overview of using iSpring Free 3 to create flash movies for online courses.

EW

Curriculum and Instructional Technology

March 31, 2009

VH LL EW LS DD AB

6. VH presented the admissions list for the IT Ed.S. fall 09 students.
7. VH discussed the honors ceremony on April 7, 2009. The process for awarding the certificates was agreed upon.
8. EW announced that the C&I doctoral applications were under review.
9. LL distributed the Tech App professional portfolios for review.

EW

Curriculum and Instructional Technology

April 14, 2009

VH LL EW LS DD AB DL

10. VH presented requests from students.
11. AB discussed the Atomic Learning tutorials that will be available for faculty, staff, and student use for one year.
12. AB presented as part of the ADCLI online conference this morning.
13. DD described the solution identified and implemented for students who were not able to present their Ed.S. research due to Live Classroom outage.
14. LS discussed how students can take GOML courses. She will communicate the process to Ed.S. students via the advising WebCT shell.
15. Recruitment ideas were discussed.
16. VH announced that early registration ends April 17th.
17. DL discussed E-rate.
18. LL gave an update on portfolio reviews.

EW