

Curriculum and Instructional Technology

August 11, 2011

VH LL EW LS DD GA EH

1. Advising status for fall was discussed.
2. Two sections of CIED 7603 are needed so an additional adjunct will be required to take one of GA's classes. EW asked for recommendations for an additional adjunct to cover the course.
3. LS polled the incoming Ed.S. students to determine the format and or need for orientation this fall. The group discussed the components from past orientations to determine which would still be needed.
4. LS distributed assessment documents and assigned tasks. The documents must be completed by mid September.
5. LS distributed data collection forms to all program members.
6. Tuesdays at 2:00 were set for program meetings. Notification will be provided on Mondays if meetings are not needed for that week.

EW

Curriculum and Instructional Technology

August 16, 2011

VH LL EW LS DD EH

1. ITED 8999 was changed from two sections to one.
2. ITED 8100 was changed to two sections. JW was moved to the new section of ITED 8100.
3. LS collected the completed data forms requested at last week's meeting.
4. EW requested that all program members prepare NCATE information (2008-2010) for their assigned task and schedule a meeting with LS to discuss additional needs.
5. The program group discussed the dissertation process.

EW

Curriculum and Instructional Technology

August 23, 2011

VH LL EW LS DD EH

1. LS led the assessment discussion.
2. Our meeting on 9/6 will be a working meeting for the AASL assessment materials.
3. The spring schedule is due to DL. EW will submit a preliminary schedule based on course offerings from spring 2010.

EW

Curriculum and Instructional Technology

September 6, 2011

VH LL EW LS DD EH GA

1. LS distributed assessment sections to all faculty members for the AASL work session.
2. LS provided guidance on how to review the assessment sections.
3. Faculty members reviewed the assessment sections and returned them to LS for inclusion in the AASL assessment report.

EW

Curriculum and Instructional Technology

September 13, 2011

VH LL EW LS DD EH GA

1. LS announced that the AASL assessment had been submitted. Special appreciation was expressed to LS and DD for their work on the assessment materials. Recognition was given to all program members for their part in the process.
2. EW presented the spring schedule. DD identified an oversight: ITED 8299 should be added to the schedule.
3. Copies of previous job descriptions will be circulated via email in preparation of our next meeting. Everyone will bring a list of responsibilities and qualifications for the Job Vacancy Announcement that will be needed.
4. Website updates should be submitted to EW.

EW

Curriculum and Instructional Technology

September 20, 2011

VH LL EW LS DD EH

1. The group reviewed the job announcement for the replacement for VH.
2. EW reminded everyone about the mandatory compliance training to be completed this month.
3. DD will conduct the LM internship orientation on October 13th online.
4. DD collaborated with a field mentor to provide a virtual high school experience to accommodate a LM intern who is from out of state.
5. DD announced that LM internship presentations will be conducted on December 5th. Group members were asked to notify DD if they would like to attend.
6. LL discussed the need for students in ITED 8970 to gain permission for ITED 8999 implementation as early as possible.

EW

Curriculum and Instructional Technology

October 10, 2011

VH LL EW LS DD EH GA

1. Spring schedules were discussed.
2. EW proposed that we investigate the addition of a section of ITED 8960 during fall or spring.

EW

Curriculum and Instructional Technology

October 18, 2011

VH LL EW LS DD EH GA

1. A reminder was give about the Exit Disposition Survey requirement.
2. One Institutional Effectiveness Report is still pending.
3. LS discussed the PAAR report and tasked GA and DD with their responsibilities.
4. EW noted that we need to prepare an assessment calendar to keep everyone on track for their assessment responsibilities to the program.

EW

Curriculum and Instructional Technology

November 10, 2011

VH LL EW LS DD EH GA

1. GaPSC Instructional Technology standards were discussed. A deadline of February 3, 2012 was set for submission of forms and syllabi for the formal VSU approval process.
2. LS will lead the Ed.S. change process.
3. LL will lead the M.Ed. change process.

EW

Curriculum and Instructional Technology

January 17, 2012

VH LL EW LS DD EH GA

1. LS gave an overview of the Ed.S. program.
2. Revised program outcomes were approved by the group.
3. Revised course descriptions were prepared by the group.
4. Assignments were made for course syllabi completion.
5. LL will provide the M.Ed. overview at our next meeting.
6. EW will send objective lists and syllabi template to all.

EW

Curriculum and Instructional Technology

January 24, 2012

VH LL EW LS DD EH GA

1. LL led the M.Ed. P-12 Instructional Technology program discussion.
2. Revised course descriptions were prepared by the group.
3. Assignments were made for course syllabi completion.
4. Syllabi are to be submitted to LL on the following Monday.
5. New GRE score requirements were discussed. DD, LL, LS, and EW will continue the discussion on 2/14.

EW

Curriculum and Instructional Technology

January 31, 2012

VH LL EW LS DD EH GA

1. DD presented the AASL report.
2. EW provided an update on the C&I program changes.
3. LS provided an update on the Ed.S. program changes.
4. LL provided an update on the M.Ed. program changes.

EW

Curriculum and Instructional Technology

February 14, 2012

LL EW LS DD

1. New GRE and MAT scores requirements were discussed.
2. Decisions from the group were forwarded to DL.

Ed.S. in Instructional Technology

MAT = 400

GRE Verbal = 400 / 146

GRE Quantitative = 450 / 142

GRE Analytical Writing = 3.5

GPA = 3.0

Ed.S. IT Essay

Admissions decisions are based on test score(s), GPA, and Essay.

M.Ed. in Instructional Technology

MAT = 386

GRE Verbal = 350 / 143

GRE Quantitative = 400 / 140

GRE Analytical Writing = 3.0

GPA = 2.5

Career Goal Statement

Admissions decisions are based on test score(s), GPA, and Career Goal Statement.

EW

Curriculum and Instructional Technology

February 21, 2012

VH EW LS DD EH GA

1. LL, LS, and EW will attend the COE Executive Committee meeting on February 23rd to discuss program changes.
2. LS, DD, LS, and EW will meet with LM next week to discuss the PRS process.
3. EW asked everyone to verify the accuracy of the summer and fall schedules. Report any errors to EW.
4. Our next meeting is scheduled for March 6th at 1:30.

EW

Curriculum and Instructional Technology

March 6, 2012

VH EW LS DD EH RR

1. Textbook orders were discussed.
2. VH and LL disseminated ITED 8999 presentation schedules. Faculty signed up to attend sessions.
3. EH collected baseline field experience data.
4. The next meeting is scheduled for March 20, 2012.

EW

Curriculum and Instructional Technology

March 20, 2012

GA VH EW LS DD EH RR

1. EW reminded everyone about textbook orders due on March 15, 2012.
2. EW reminded everyone that registration on March 26th.
3. EW and LS requested that everyone provide the names of students who will need ITED 8960 and ITED 8500 for summer 2012.
4. EW and LS announced that Ed.D. and Ed.S. application will be arriving soon. The deadline for each program is March 15th.
5. LS announced that the Graduate School will be keeping a spreadsheet of admission and denial information.
6. LS, LL, and EW will be attending the Graduate Executive Meeting.
7. The Academic Committee Meeting will be on April 9th. LL and EW will attend.
8. LS will send samples of information needed on assessments.
9. We are to bring a copy of at least one draft assessment to the April 3rd meeting.

EW

Curriculum and Instructional Technology

April 3, 2012

GAVH EW LS DD EH GH DL RR

1. DL gave a charge to the program coordinators for PSC and NCATE responsibilities.
2. LS gave an overview of the PRS chart.
3. LS reminded the group that all LiveText data must be completed before the term ends.
4. LM has been invited to provide COE assessment training on April 10th.

EW

Curriculum and Instructional Technology

April 24, 2012

GA VH EW LS DD EH GH DL

1. DL presented the new teaching policy from the COE.
2. LS discussed remaining assessment information that is needed before the end of the term.
3. LS and LL discussed the assessments that will be needed for the new program. LS needs drafts by May 13th. LL needs drafts by June 6th.
4. LS and DD presented student issues that needed departmental input.
5. The graduation list for spring was discussed.
6. The need for a dedicated graduate assistant was discussed. Per our discussion with DL, we will select one of the incoming graduate assistants to work with faculty on program spreadsheets and EDUC 5999 tasks.

EW