

MINUTES OF THE MEETING  
COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Monday, May 23, at 8:30 a.m. in Room 235 of the Education Center with Interim Dean Lee presiding. Members present were: Gerber, Roberts, Reffel, Martinez, Minor, Griffin, Bauer (via Skype), and Hilgert.

**Minutes from Meeting on April 29 and May 13 --- Reffel**

A motion to approve the minutes of April 29 and May 13 was made by Martinez and seconded by Griffin as amended. The motion pass and minutes approved.

**Georgia Power Nominations – Lee**

Associate Dean Lee reported that only one male has been nominated for the Georgia Power New Teacher grant. One additional male nominee will be submitted.

**Graduate Catalog – Minor**

Dr. Minor reported that when she was presenting the requirements for admission to graduation programs, they were not readily available in the graduate catalog. Additionally, the link for the special education program was not listed on the Graduate School link. Dr. Lee communicated with Lee Bradley about putting the admission requirements back in the catalog. He said that he had no problem with them being back in there, but it would have to go back through the Graduate School. Dr. Bauer moved that the admission, retention, dismissal, readmission, and graduation requirements for all graduate programs be added back to the printed graduate catalog. Griffin seconded the motion. With no further discussion, the motion passed. Interim Dean Lee will call Dr. Hull to discuss the process for getting these added back to the catalog.

**Deans' Council Meeting – Lee**

Interim Dean Lee reported that each program is to continue to complete Institutional Effectiveness Reports annually. Each Dean will also complete a plan / report for the administrative offices. Dr. Gravett discussed Comprehensive Program Review. Productivity, quality and performance will be reported. There is a link of the calendar for Program review. New faculty orientation is planned for Tuesday, August 10 and Wednesday, August 11. It would be helpful at the departmental level to discuss issues such as office hours, absence policies, etc. Core curriculum faculty meeting will be Tuesday, August 10, 1:30-3:00. Dr. Bauer will be adding sections with "0" seats for the new faculty member. Honey sent to department heads a part-time faculty agreement form for department head feedback. A reminder was made that all student workers must complete the USG Ethics training as soon as possible.

**Student Teaching Fee Money – Lee and all**

Interim Dean Lee reported that Dr. Martinez' graduate assistant identified some materials that would be helpful for beginning teachers' libraries. Those materials will be purchased. Additionally, Associate Dean Lee proposed additional flip cameras for departments, tripods and battery backup for flip cameras. She also proposed purchasing additional GACE study guides for teacher preparation areas. Dr. Minor requested copies of *30 Days to Better English*. Dr. Lee

will draft a proposal for the proposed purchases and will send it to the department heads for review.

**Title II Report – Lee**

Interim Dean Lee lead a review of the Title II report that will be submitted on Friday, May 28. The pre-populated areas of the report appear to have errors. Interim Dean Lee will confirm those data with the PSC before finalizing. Topics to be reviewed at the 2010 Data retreat will include how all programs are preparing teachers to effectively teach students with disabilities, students with limited English Proficiency, and students from poverty.

**Dewar COE Tenure and Promotion**

This item was tabled until the next executive committee meeting.

With no further business, the meeting was adjourned at 10:15 a.m. The next meeting of the Executive Committee will be June 10, 2010

Respectfully submitted,

Julia M. Reffel