



MINUTES OF THE MEETING

COLLEGE OF EDUCATION

EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, January 12, 2006, at 8:30 a.m. in Room 255 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Ducharme, Leech, Zahner, Griffin, Gerber, Lee, Hilgert, Reffel, Galeano, Martinez, Hull, Mr. Pearce, and Ms. Roberts. Guest: Dr. Judd.

Dr. McGahee distributed to department heads the Praxis II score reports which his office had collected over the past semester.

Dr. Reffel introduced Dr. Diane Judd, the new assistant department head in the Department of Early Childhood and Reading Education.

Dean Gunter asked department heads to please thank their faculty members for the good job they had done in monitoring whether or not students enrolled in their classes were admitted to teacher education.

Dean Gunter announced that a bid had been accepted on the construction scheduled for upstairs in the Education Center. According to the contract, construction must be completed within 180 days.

Dean Gunter announced that the evaluation process for department heads and faculty would be the same as last year; evaluations are due in the vice president's office by February 26.

Dean Gunter announced that all course/instructor evaluations from fall semester had been disseminated to departments. Dr. Lee is going to look at the differences between the return rates for the paper-and-pencil evaluations and those completed electronically. This issue will be considered further at a future meeting.

Ms. Roberts asked that department heads let her know the names of students who had met all admission to teacher education requirements by mid-term so that she could go ahead and admit these students to teacher education. By doing this, the "X" can be removed from the students' major designation, and they will be allowed to pre-register for classes.

Dr. Lee announced that the technology assessments for the 2999 classes would be February 10, 24, and March 10 at 9:00, 10:30, 12:00, and 1:30. She also announced that students had to register their LiveTexts accounts by February 3; they must complete their forms in LiveText by February 10.

Dean Gunter stated that a survey had been conducted state wide of the Colleges of Education to see how they covered supervision travel related to student teaching and field experiences. Dean Gunter had forwarded all of the survey results he had received to Dr. McGahee, and he asked Dr. McGahee to report on the survey results. Dr. McGahee stated that most schools did assess an extra fee for student teaching, usually in the range of \$200-\$250. A few other schools, in order to avoid such a large student fee at one time, assessed a smaller fee (usually \$50-\$75) for each course which had a field-based component. Dean Gunter stated that the COE did not presently charge such a fee. He noted, however, that such a fee could be used for a variety of purposes, such as travel for supervision, professional development, etc. Dean Gunter also noted that such a fee, if adopted, would require Board of Regents' approval. Dean Gunter asked Dr. McGahee to chair a committee composed of Drs. Ducharme, Judd, and Hilgert to look at this issue and bring a recommendation back to the Executive Committee for consideration.

Dean Gunter asked department heads to please review their summer schedules to ensure that the costs incurred were close to the budgeted amounts.

Dean Gunter reported that he had met recently with Dr. Betty Paulk from the Odom Library to review the COE library funds. Dean Gunter has disseminated departmental library budget allocations to department heads. Dean Gunter noted that a number of COE periodicals are

currently being paid for through the dean's office. He passed around a list of these periodicals and asked department heads to please remove any that were not used regularly. Dean Gunter also asked department heads to let him know if they did not plan to use all of their departmental allocations so that he could use any excess funds to cover some of the costs of these periodicals.

Dean Gunter announced that he has \$15,000 in a faculty development account. He will distribute this amount based on number of faculty members among the departments and send the account number to be used to department heads so that the funds can be used.

Dr. Lee reported that most of the PSC program report templates on the web were still incorrect. She told everyone not to begin working on the advanced program reports for the time being. Dean Gunter will contact Dr. Watkins (PSC) again to see what progress has been made in correcting the templates.

Dean Gunter announced that the February meeting of the Academic Committee would be the last meeting for changes to be made in next year's catalogs. In fact, all proposals for consideration for this Academic Committee meeting must be submitted to Karen Shepard by February 3. Dean Gunter asked each department head to schedule a meeting with him in the next few days to review each department's section of the catalogs. Department heads were asked to bring copies of all program planning sheets with them to the meeting.

Dean Gunter announced that all but two departments had changed their departmental web pages to the new format design. He encouraged these two departments to go ahead and make this change.

As all department heads had not had a chance to discuss the recommendations of the COE Technology Committee with their faculty, this issue will be discussed at next week's meeting.

Dr. Zahner announced that she will be leaving on January 31 for a meeting of COBEC (Consortium on Belizean Education Cooperation). One of the topics discussed at the meeting will be student teaching in Belize.

Dean Gunter distributed a recent [article](#) from NEWSWEEK on teacher education.

Dr. Leech announced that, with the impending merger of the Department of Educational Leadership and the Department of Curriculum and Instructional Technology, the faculty of those two departments had met and reviewed possible new names for the department. Dr. Leech moved approval of the recommended new departmental name: Department of Curriculum, Leadership, Research, and Technology. Dr. Ducharme seconded the motion. The motion was unanimously approved.

Announcements

Martin Luther King Holiday is Monday, January 16.

Next Executive Committee meeting is January 19.

COE Honors Celebration is Tuesday, April 18.

Graduation is May 6.

There being no further business, the meeting was adjourned at 9:54 a.m.

Respectfully submitted,

Donnie J. McGahee