



## MINUTES OF THE MEETING

### COLLEGE OF EDUCATION

#### EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, March 30, 2006, at 8:30 a.m. in Room 255 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Leech, Lee, Reffel, Hilgert, Stanley, Zahner, Martinez, Griffin, Mr. Pearce, and Ms. Roberts. Guests: Mr. Chuck Hudson, Ms. Karen Shepard, Dr. Diane Judd, and Mr. Scott Grubbs.

Dean Gunter noted that Dr. Hull was not at today's meeting as the ASHA (American Speech-Hearing Association) accreditation team was on campus reviewing the COMD program.

Dean Gunter had invited Mr. Hudson and Ms. Shepard to attend today's meeting to discuss registration issues. Mr. Hudson made several points about the registration process:

Having the pre-requisite function turned on in Banner had not been as big an issue as had been anticipated.

Several courses currently have "Admission to Teacher Education" listed as a pre-requisite; this has kept some students from registering for these classes. If admission to teacher education is really not a pre-requisite for some of these courses, Mr. Hudson can remove this pre-requisite if he has a memo from the department head to that effect.

Advisors should be sure that students are advised into the correct 2999 course. For example, as far as pre-requisites are concerned, ECED 2999 is not the same as MSED 2999.

Students who change majors from one teacher education program to a different program will also have a 2999 problem because they will have the incorrect 2999 course on their transcript. If notified, the Registrar's Office will be glad to enter the correct 2999 course on the student's transcript.

Another problem is that transfer students don't have all their coursework from previous schools entered into Banner; therefore, some pre-requisites may be missed. The Admissions Office could be requested to enter all of transfer students' previous coursework.

Mr. Hudson had brought lists of the following to the meeting: a list of COE courses which have major restrictions, a list of COE courses which are "active" in Banner, and a list of all COE courses and the current pre-requisites for each of these courses. Ms. Roberts distributed the list of COE courses which have major restrictions to department heads and asked them to notify Ms. Karen Shepard if they saw any errors.

Mr. Scott Grubbs gave a PowerPoint presentation about the education minor program which will again be part of this summer's Governor's Honors program. Mr. Grubbs, who teaches this education minor program, outlined the curriculum for the program.

Dr. Reffel discussed the [People to People](#) program. Dr. Reffel and Dr. Brenda Dixey had taken a group of eight VSU early childhood majors and 12 eighth-grade students to Washington two weeks ago. The purpose of this program was to allow the VSU students to gain practical teaching experience in working with small groups of students, ages 11 to 14. Dr. Reffel intends to continue working with this program and would like to include students from other majors.

Dean Gunter announced that he had sent department heads, via e-mail, copies of the proposed rubrics for the Board of Regents' principles. Dean Gunter stated that one issue was about who can teach the new mathematics and science courses being required by the BOR. Dr. Kettlewell's decision is that a faculty member teaching any of these new courses must have 18 semester hours of coursework in the teaching discipline to teach these courses (this would meet the SACS requirement). Dean Gunter said that Drs. McGahee and Reffel would be attending the EPAAC meeting in Macon on April 12 and 13, where these and other issues would be discussed.

Dean Gunter and Dr. Lee talked about the status of the PSC reports. All reports which have been "submitted" have been reviewed and returned to the department. Dean Gunter stated that a few more reports had been submitted yesterday, but that there were still a few which had not been submitted. Dean Gunter plans to hit the "final" submit button, which will send the reports to PSC, at 8:00 a.m. on Monday, April 3. Dean Gunter asked department heads to please thank their faculty for all of the hard work.

Dr. Lee presented a brief overview of her recent accreditation visit to Georgia State University and mentioned some of the items/areas which seemed to be a focus area for NCATE and/or PSC.

Ms. Roberts announced that the dedication ceremony for the Education Center will be on the Baytree side of the building. The ceremony will be at 11:00 a.m. on Tuesday, April 4. Faculty are invited to bring their classes outside for the dedication ceremony.

Dr. Stanley noted that the memorial service for Dr. Ducharme would be on Monday, April 3, at 4:30 p.m. Anyone interested in speaking at the service should

notify Dr. Stanley. Dr. Ducharme's daughter will be in attendance. The president's and vice president's offices will provide flowers and refreshments.

Dr. Reffel announced that "Bowl for Literacy" would meet at 1:00 p.m. on April 15 at Jac's Lanes.

Announcements

The next Executive Committee meeting will be April 12.

COE Honor's night is April 18.

The College/University Forum is April 25. This event is sponsored by the Georgia Department of Education. The theme for this year's forum is "Collaborative Teaching Between Regular Education and Special Education."

There being no further business, the meeting was adjourned at 10:03 a.m.

Respectfully submitted,

Donnie J. McGahee