



MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, June 30, 2005, at 8:30 a.m. in Room 255 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Ducharme, Gerber, Reffel, Siegrist, Thomerson, Lee, Willis, Bauer, Hull, and Ms. Roberts.

Dean Gunter announced that today was Dr. Price's last day at VSU; she is retiring.

Dean Gunter addressed the issue of faculty backing up their computer files; a faculty member's computer hard drive crashed yesterday and all files were lost. Dean Gunter suggested that department heads remind faculty that they could back their files up on the "U" drive as a safeguard against having their computers crash.

Dean Gunter announced that he had completed the COE annual report. He stated that this had been a very productive year in the COE—both the number of teachers produced and the number of peer-reviewed articles published by faculty members were up 25 percent over last year.

Dr. Lee announced that COE faculty had done a great job of entering their data into LiveText. She asked that department heads send her the names of new faculty in their departments so that she can get their names entered into LiveText.

Dr. Lee announced that she had attended a BOR meeting last week which dealt with assessment. While at the meeting, she found out that some other system institutions do not submit their program reports to their SPAs; they submit their program reports only to PSC. She stated that she had discussed this issue with Dean Gunter and that they had decided that this should be a departmental decision.

The discussion turned to the department heads' retreat scheduled for July 11 and 12. Ms. Roberts distributed directions to the McMullen House in Lake Park, which is where the retreat will be held. Ms. Roberts stated that she and Dr. Gerber had discussed a format for the retreat and were looking at having "brainstorming" sessions during the morning sessions and "reporting out" sessions during the afternoons. Attention then turned to agenda items for the retreat; seven broad areas were identified. The seven areas and the person(s) responsible for providing any documentation/handouts about each area are shown below:

Program Approval/Accreditation/

Program Reports Julie Lee

Faculty Evaluation/Promotion/

Tenure/Merit Julie Reffel

Advising Maggie Roberts

On-line Course Issues/Summer

Faculty Duties Brian Gerber

COE Policy Manual/Diversity Phil Gunter

Data-based Decisions Julie Lee Karla Hull

Appeals/Cheating/Plagiarism Phil Gunter

It was also decided that each department head would be given up to five minutes to present a "vision" about his/her department. Anyone needing anything copied for the retreat should give it to Blanche; she will print it on three-ring punched paper to be put in a binder.

Dean Gunter announced that MSED had hired two new faculty members and that KSPE had hired one new faculty member.

Dean Gunter announced that Drs. Judd and Reffel would attend a LiveText workshop in July in Chicago.

Dr. Lee announced that Dr. Judd had done an excellent job of designing a portfolio template to be used in LiveText.

Dean Gunter announced that the next committee meeting would be July 21.

There being no further business, the meeting was adjourned at 9:59 a.m.

Respectfully submitted

Donnie J. McGahee