



MINUTES OF THE MEETING

COLLEGE OF EDUCATION

EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, August 11, 2005, at 8:30 a.m. in Room 255 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Martinez, Hull, Reffel, Ducharme, Griffin, Hilgert, Gerber, Zahner, Leech, Lee, Bauer, and Corbin. Guests: Drs. Judd and Burnette.

Dean Gunter welcomed Dr. Larry Hilgert as the new faculty representative to the Executive Committee; he also thanked Dr. Thomerson for his two years of service in this role.

Dean Gunter welcomed Dr. Ada Burnette as the new coordinator for COE [off-campus programs](#). Dr. Burnette plans to meet with all COE department heads to discuss each department's off-campus programs. She distributed a [survey which she has sent to all COE faculty concerning off-campus program concerns](#); she requested that the surveys be returned to her office by August 17.

Dr. Lee announced that she and Dr. Judd will have training sessions for LiveText on Friday. Also, Drs. Lee, Judd, and Cox will schedule training sessions for faculty from individual departments. Dr. Lee asked department heads to e-mail her a date for his/her departmental faculty training. Dr. Lee stated that the syllabus template was entered into LiveText and that faculty should begin to use it. Additionally, a template for portfolios and a portfolio assessment, as well as a number of other assessments, have already been entered into LiveText.

Dr. McGahee discussed the need to have some type of documentation showing that certification-only students had completed all of their designated requirements. Dr. McGahee asked that advisors be informed that some type of documentation showing that certification-only students had completed all requirements would have to be submitted to his office before the certification paperwork for a certification-only student would be processed and sent to PSC.

Dr. Lee discussed the issue of the 2999 course and transfer students. Transfer students may take their 2999 course concurrently with major coursework only if they have met all requirements for admission to teacher education.

Ms. Roberts discussed the importance of the check-point courses in verifying student eligibility to be enrolled in professional education coursework. She and Dr. McGahee will again be verifying the eligibility of students enrolled in check-point courses after the semester begins. She also stated that the COE Appeals Committee would meet tomorrow at 1:00 p.m.

Dr. McGahee distributed the student teacher data from Spring Semester, 2005. These data include the following: student teacher self-evaluations, mentor evaluations of the student teachers, supervisor evaluations of the student teachers, student teacher evaluations of the mentor teachers and supervisors, mentor evaluations of the supervisors, and the STPIS (Student Teaching Program Improvement Survey).

Dr. Bauer announced that the Czech Study Abroad program would be held again during the Summer, 2006. Dr. Bauer plans to visit the various 2999 classes to discuss this program.

Dean Gunter asked department heads to be sure that they got faculty involvement in the strategic planning process.

Dean Gunter asked that department heads send him position announcements and

advertisements by next Thursday. Requests for new faculty positions must be included in the departmental strategic plan and must be linked to the unit and university missions.

Dean Gunter announced that the workshop on prior learning would be held on September 15. He asked department heads to send him the names of faculty who wish to attend.

Dean Gunter asked department heads to send him the names of faculty who wished to participate in the development of the new PSC tests which will replace Praxis I and Praxis II.

Dean Gunter reported on topics which had been discussed at the system-wide COE deans' retreat:

- The [BOR is developing data marts](#) which will provide data relative to where our COE teacher education graduates are employed.
- The [three new mandated courses for Area F](#) were discussed. Dean Gunter will attend a meeting in Macon on September 3 to discuss these courses.
- The establishment of the [Georgia Master Teacher Program](#) was discussed. The process for approving this new designation is already being considered by the Georgia State Senate.
- [The DRAFT GSTEP Framework for Career Development](#) was disseminated, it highlights an EXEMPLARY category.

Dean Gunter announced that the Spring, 2006, course schedule would be due soon. He also announced that the COE is budgeted \$102,000 in part-time faculty money for this academic year.

Dean Gunter announced that all new faculty, both full time and part time, would be required to use direct deposit.

There being no other business, the meeting was adjourned at 9:35 a.m.

Respectfully submitted

Donnie J. McGahee