



MINUTES OF THE MEETING

COLLEGE OF EDUCATION

EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, March 22, 2007, at 8:30 a.m. in the COE Conference Room (Room 235) in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Stanley, Hilgert, Leech, Martinez, Corbin, Griffin, Gerber, Lee, Bauer, Reffel, and Ms. Roberts. Guests: Dr. Judd and Ms. Oliver.

Ms. Oliver from the Valdosta Adult Literacy Association awarded the trophy for the second year in a row to Dr. Reffel and Ms. Cassandra Ward for winning the recent 'Bowling for Literacy' tournament.

Dean Gunter reviewed items which had been discussed at the deans' council meeting held yesterday:

- An article, written by President Michael Adams of UGA, was distributed entitled 'Preparing Graduates for a Knowledge-Based Economy.' Two of the items discussed in the article were: (1) UGA has updated its undergraduate core curriculum to give students more choices and to focus more on global cultures, diversity, science and technology, and the ability to assess information critically, and (2) a change in its strategic plan to move away from its current 3:1 undergraduate to graduate enrollment ratio and toward a 2:1 undergraduate to graduate enrollment ratio.
- A report from the university Enrollment and Retention Committee, chaired by Mr. Walter Peacock. The report listed some enrollment and retention goals for the university: improve freshman and sophomore retention, improve the graduation rate, develop departmental intervention plans for students, provide student and faculty data to departments for decision making, and provide advisor training to faculty members. Under the plan, undergraduate and graduate enrollment is expected to increase to 12,000 students over the next five years.
- Dr. Krotseng distributed a handout about the new Oracle Discoverer and Portal system. The Oracle system will provide a one-stop shop for campus data and reports. Oracle will also provide access to USG data. Access to the Oracle system should be available by the end of the month; workshops in using the Oracle system will be provided for department heads and administrative personnel.
- Dr. Krotseng announced that the next SACS visit will take place in 2010. Dr. Krotseng noted that the new SACS standard for institutional effectiveness focuses on an institution identifying expected outcomes for its educational programs, including student learning outcomes for educational programs. This change follows very closely the current NCATE standards. Dr. Levy asked that departments look closely at the educational outcomes that are listed in both the undergraduate and graduate catalogs to ensure that they are accurate; if not, they need to be updated. Documentation for the SACS visit will primarily be maintained in an electronic format.
- Becky Murphy distributed a handout about conversion of the university web pages to the new 'Contribute' format. Currently, about 59 percent of the university web pages have been converted to the new design format. The second page of the handout was a form to request assistance from IT Webservices in the conversion of departmental web pages. The goal is to have all university pages converted by July 1, 2007.

Dean Gunter announced that Mark Swift has accepted a position as Director of Information Technology for the Valdosta City school system. Dean Gunter has already met with Joe Newton about replacing Mark Swift; Dean Gunter will work with Dr. Lee, Dr. Reffel, and someone from the IT Department to write a job description for the person to fill this position.

Dean Gunter announced that the university is having some difficulty determining a weekend for 'Parents' Weekend' during fall semester. During fall semester, there will be only be two football games at home on weekends, and one of those weekends is Homecoming.

Dr. Bauer raised several issues dealing with the final exam schedule: conflicting times, no clear policy for night classes, exams not being given for some classes, etc. He will raise these issues at the next meeting of the Department Heads' Council.

The issue of the graduation ceremony was discussed. Each department head provided input from his/her department. Some of the issues discussed: who should call the names of graduates; whether or not to have a reception and, if so, when and where; whether or not to award degrees by department or program; who should lead the candidates into the PE Complex, etc. Dean Gunter will ask the COE Scholarship and Honors Committee to provide input to the Executive Committee on this issue.

Dr. Lee announced that the PAAR would be due to PSC by September 1. Dr. Lee, Dr. McGahee, and Jania Klein met with Lisa Baldwin

last week to identify what type of data, if any, could be provided by the IT Department for the completion of PAAR. The PAAR has two sections: Aggregate Candidate Information and Aggregate Assessment Information. Both of these sections were reviewed with Ms. Baldwin; she thinks that IT will be able to provide most of the data for the Aggregate Candidate Information section; the Aggregate Assessment Information section, however, is program specific and that data will have to be provided by individual departments.

Dr. Lee related that another issue which had been discussed in the meeting with Ms. Baldwin was how to get entry data from graduate students. Two specific issues with graduate students are getting them to complete the entry survey and getting them to activate their LiveText accounts. Ms. Baldwin related that, with Mr. Chuck Hudson's approval, the IT Department could put a 'hold' on any student's record who had not met these two requirements. However, when Dr. Lee discussed this possibility with Mr. Hudson, he thought that this would be very difficult to do. Rather, he suggested that the COE have an EDUC 5999 course, which would be a pre-requisite or a co-requisite for all graduate courses. Dean Gunter asked Drs. Lee, Reffel, and Leech to develop a draft syllabus for an EDUC 5999 course for the Executive Committee to review.

Dean Gunter discussed the BOR initiatives on distance education/P-16. Dean Gunter and Dr. Monetti will attend a meeting next Wednesday in Atlanta about these initiatives; and Dean Gunter, Mr. Sizemore, Dean Calendrillo, Dr. Adler, and Dr. Monetti will attend a meeting in Macon next Thursday and Friday about these initiatives. The chancellor would like some programs on-line by fall semester; the focus of these initiatives is on graduate programs.

Dr. Gerber announced that the COE had received a \$400,000 math/science grant from the Georgia Department of Education. This grant is a joint effort between the COE and Arts and Sciences faculty. The purpose of the grant is to train 150 math and science teachers for grades 3-5.

Dean Gunter reminded department heads that budget items must be encumbered by the end of March. He specifically noted that travel to be done before June 30 must be encumbered by the end of March.

Dean Gunter noted that COE re-organization plans are moving forward. He has a meeting this afternoon with department heads affected by the re-organization. Dean Gunter hopes to have all issues associated with the re-organization finalized by next week.

Dr. Reffel explained that she is serving as a captain for a Relay for Life team. The Relay for Life will be held on Friday, April 13. She distributed team membership applications; she will also send out an invitation to all COE faculty members to be a part of the team.

Dr. Gerber reminded everyone about the Behavior Management Workshop to be held on Saturday, March 24.

Dean Gunter announced that the next Executive Committee meeting would be Thursday, March 29. He also reminded everyone about the COE Honors Night on April 17.

Dr. Bauer announced that the Georgia Psychological Society Conference would be held on April 14.

There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Donnie J. McGahee