



## MINUTES OF THE MEETING

### COLLEGE OF EDUCATION

#### EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, September 7, 2006, 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, Gerber, Martinez, Galeano, Lee, Griffin, Hull, Stanley, Bauer, Reffel, Hilgert, Leech, Corbin, Mr. Pearce, and Ms. Roberts. Guests: Drs. Judd, Brasell, Gladwin, Sanderson, Cox, Thompson, L. Schmertzing, Thomerson, and Backes.

Dean Gunter announced that Dr. Jonathan Kozol had been invited to speak on campus on November 6 as part of the Visiting Scholars Series. Dr. Kozol is a non-fiction writer who has written extensively on public education in the United States. He speaks frequently on diversity in education, the inequities in education, and against the voucher movement in education. The presentation will be in Whitehead Auditorium.

Dean Gunter reported that he had met with Mr. Jim Muzzey yesterday; Mr. Muzzey is Director of Custodial Services for the university. Dean Gunter expressed concern to Mr. Muzzey about how the Education Center is being maintained. Dean Gunter asked department heads to request that faculty send him an e-mail about any maintenance issues in the Education Center which need attention.

Dean Gunter announced that the signing ceremony for the 2006-07 partner school agreements would be held next Tuesday, September 12, at 4:15 p.m. in Room 255 in the Education Center.

Dean Gunter announced that Executive Committee would meet next week, September 14.

Dean Gunter announced that the deans' council had met yesterday. While no date was provided for when promotion and tenure materials would be due to the vice president's office, Dean Gunter wants them in his office by November 6.

Dean Gunter called on Dr. Martinez to report on the work of his committee which was charged with making recommendations regarding faculty office hours and summer duties. Dr. Martinez reported that his committee was still reviewing these issues and had no report at this time. Because the committee has no recommendation at this time, Dean Gunter stated that the following rules would be in effect until further notice, since they are the current rules: Each faculty member is expected to have at least ten office hours per week physically on campus in his/her office. During summer semester, each faculty member is expected to have at least one office hour per week on campus in his/office office for each semester hour taught. These hours are to be throughout the week and not just confined to one or two days. Office hours are to be posted on each faculty member's door. Faculty are to be reminded that Friday is a work day at VSU.

Dean Gunter stated that all evidence for the evidence room, both at the unit level and program level, must be entered into LiveText by Friday, September 15. He further stated that all evidence would be submitted on time and that none would be submitted late. All NCATE/PSC team members will be sent a password to gain entrance to the evidence room on Monday, September 18. On that note, the remainder of the meeting time was devoted to assisting department heads and program coordinators in entering program account evidence into LiveText.

Respectfully submitted,

Donnie J. McGahee