

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, April 12, 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, Bauer, Leech, Martinez, Griffin, Hull, Reffel, Hilgert, Lee, Galeano, Corbin, Mr. Pearce, and Ms. Roberts.

Dr. Reffel discussed plans for the Relay for Life event which will be held from 7 p.m. Friday, April 13, until 7 a.m. Saturday, April 14, on the university's front lawn. She distributed a schedule for people to sign up to walk. Team members should assemble by 7:00 p.m. in order to get pictures taken and to get t-shirts. The "Hammer" house will be assembled and used as the COE's "tent" for the event. Dr. Reffel announced that luminaries could be purchased for \$5 each in memory of relatives or friends. Several fund-raising ideas were discussed, and Dr. Reffel distributed flyers about the event for department heads to put in faculty members' mailboxes.

Dean Gunter reminded everyone that the COE Honors Night would be Tuesday, April 17, at 6:00 p.m. in the Magnolia Room in the University Center. Dr. McGahee distributed copies of the program and asked department heads to please check to ensure that all honorees' names were listed and that they were spelled correctly and to let him know of any needed changes by the end of today.

Dean Gunter announced that he had sent Sage Archer information about the COE graduation ceremony. Students will line up in the PE Complex before the ceremony; there will be no speaker; Dean Gunter will give out diplomas to undergraduates and Dean Adler will give out diplomas to graduates; and Dr. Martinez will call out the names of graduates. Dean Gunter will ask the senior senator from the COE to carry the university mace. A discussion was held about how many COE faculty should attend the graduation ceremony. The general consensus was that each faculty member should attend at least one graduation ceremony per year. In order to have a sufficient number of faculty members at this semester's graduation, Dean Gunter

asked department heads to get one-third of the faculty members in each department to attend. By the end of this semester, the Executive Committee will work on developing a COE policy about faculty attendance at graduation ceremonies.

Dean Gunter distributed a letter he had written to be used to elicit charitable contributions for the COE; the letter will be sent out as part of the VSU Foundation's charitable contributions drive for the university.

Dean Gunter announced that he has four, 24" monitors and nine, 20" monitors available for distribution to faculty. He asked department heads to let him know the names of faculty who might need these monitors.

Dr. Reffel announced that she and Dr. Gerber had attended a meeting yesterday in Macon dealing with the PRISM program and the math/science partnership. The PRISM and math/science partnership are going to be combined; the combined program will focus on training in-service teachers in math and science.

Ms. Roberts reminded department heads to send her updated copies of their departmental programs of study. Dean Gunter asked department heads to review closely the draft undergraduate and graduate catalogs which have been placed on the web for review. Also, Dean Gunter asked department heads to ask their departmental faculty to review the program outcomes and assessments which are listed in the catalogs for each program.

Dr. Lee distributed a handout about proposed changes in the 2999 courses. Under the proposal, effective Summer Semester, 2007, there will be a single date by which all 2999 students must have purchased and activated their LiveText accounts. All 2999 syllabi should clearly specify this deadline date. Also effective Summer Semester, 2007, the Georgia AssessOnline technology test will no longer be given; instead, students will be required to attend a mandatory LiveText orientation session. At this session, students will complete their disposition survey, complete the candidate information form, and begin their professional portfolio. This requirement should also be reflected on all 2999 syllabi. Dr. Lee also announced that she was working with Dr. Reffel and Dr. Leech to develop a syllabus for 5999.

Dr. Lee announced that she had e-mailed Dr. Fran Watkins at PSC about the fact that sub-test scores do not appear on the GACE II score report. Dr. Lee has not yet heard back from Dr. Watkins.

Dr. Lee announced that she and Dr. Cox are working with the IT Department about how to conduct the course evaluation process for spring semester.

Dean Gunter announced that the vice president's office had proposed a schedule for the various colleges to submit their proposals to Academic Committee. The COE has been assigned November 1. It was suggested that Dr. Gerber be consulted about how this change would impact the submission of items to the Teacher Education Council; it was also suggested that a January date would be better for the COE. Dean Gunter will put together a response to send to Dr. Levy.

Dean Gunter demonstrated and discussed the new Discoverer Viewer data which are now available on-line. This new system provides access to all of the data, at the departmental and program level, which are currently available in Banner. Dean Gunter asked department heads to check for accuracy of the data and, if some data are found to be inaccurate, to check to see why they are inaccurate. Dean Gunter emphasized that these data will be used as the official university data and that it was his opinion that these data will be used in making a number of decisions which impact departments and faculty.

Dr. Bauer announced that David Malcolm would make a presentation on "Comparative Psychology" today at 4:00 p.m. in the Bailey Science Center. Mr. Pearce announced that the senior art exhibition would be held Sunday at 2:00 p.m. in the Fine Arts Building.

The next meeting of the Executive Committee will be April 19.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Donnie J. McGahee