

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, August 9, 2007, at 8:00 a.m. in the COE Conference Room (Room 235) in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Stanley, Leech, Lee, Reffel, Martinez, Griffin, Gerber, Hull, Bauer, Hilgert, Myers-Jennings, and Ms. Roberts.

Dean Gunter asked department heads to please give Vanessa a copy of their spring semester schedules when they were completed. He also reminded department heads that the schedule must follow the established university time schedule. Any request for a deviation from the established times must be made directly to Dean Gunter. Any courses which are scheduled differently from the university time schedule and which are sent to Patrick in the Registrar's Office will be returned to Dean Gunter. Also, Dean Gunter noted that final examinations were to be given at the scheduled times.

Dean Gunter announced that all pre- and post tenure packets and promotion/tenure packets were due to him by November 9.

Dr. Reffel announced that she had held a LiveText workshop for faculty members to show them how to post minutes (e.g. committee, advisory, etc.) in LiveText.

Dean Gunter announced that, within the next day or two, he would send out to faculty the COE committee assignments for this year. He would like all committees to meet by the second week of classes.

Dr. Lee announced that some public schools (i.e. Colquitt County and Muscogee County) had adopted LiveText.

Drs. Lee and Reffel discussed the PAAR reports. The reports will be due to PSC by October 1, but they would like all of them finished by September 17 in order to give them time to check the reports. Dr. Lee will ensure that everyone who needs a PAAR password receives one. The last Executive Committee meeting of the month will be a working meeting on PAAR. Also, Dr. Lee asked that any requests for

information from Lisa Baldwin be sent to Dr. Lee so that Dr. Lee can contact Lisa with just one request rather than having a number of people from different departments trying to contact her.

Ms. Roberts noted that criminal background checks and liability insurance would be required for those students enrolled in EDUC 2110, 2120, and 2130. Dr. Reffel, Dr. McGahee, and Ms. Roberts will visit all of these classes during the first week or two to take care of criminal background checks and insurance rather than having all of these students coming into the Advising Center. Ms. Roberts distributed a handout showing the number of students enrolled/admitted to TE from the summer semester 2000 courses. A total of 182 students were enrolled in 2000 courses during summer semester; of these 182, 73 (41 percent) were admitted to TE.

Dean Gunter asked department heads to begin working on position announcements for next year. The position announcements should be submitted to Dean Gunter within the next two weeks. Any faculty member who is retiring should submit a letter to the president.

Dean Gunter reported that he had attended a USG deans' retreat. One of the topics discussed was teacher production levels; it is apparent that VSU is more than providing its fair share of teachers. Another topic which was discussed was the new on-line franchise degree programs. A meeting devoted just to this issue will be held on August 17; one of the topics to be decided at the August 17 meeting is the e-tuition rate.

Dean Gunter noted that there was a new BOR policy on plagiarism. According to the interpretation provided, in any class where plagiarism checking software is being used, another section of the same class must be offered for students where the software is not used. Several department heads asked Dean Gunter to try to get further clarification on this policy. However, it was noted that the university does not have a formal policy on plagiarism. The COE does, however, have a policy on plagiarism on its webpage.

Dean Gunter expressed concern about the uniform application for use of the concern forms. Dean Gunter may

remand this issue back to the Undergraduate Policies Committee for further review and recommendations.

Dr. Reffel raised the issue of assessments for advanced programs. She asked department heads to help her identify courses in which assessments for advanced programs were completed. Dr. Reffel did note, however, that the absolute deadline for unit assessments for advanced programs was graduation day. She also suggested that departments establish deadlines for program data for all programs to be entered into LiveText. Dr. Reffel will send the department heads the unit assessment calendar; this should give departments a good starting point for establishing their departmental calendars.

Dean Gunter noted that some institutions were running their on-line graduate programs through Continuing Education. The advantage to this is that Continuing Education accounts roll over from year to year. Dean Gunter wants to try to run our on-line franchise courses through Continuing Education. A decision that will be made at the August 17 meeting about the franchise courses is the e-tuition rate.

Announcements

- Next meeting is Thursday, August 16.
- Don Puckett will be on campus next Friday, August 17.
- "Bowling for Literacy," September 8, Jac's Lanes.
- 227 student teachers for fall semester.5

There being no further business, the meeting was adjourned at 9:37 a.m.

Respectfully submitted,

Donnie J. McGahee