

MINUTES OF THE MEETING  
COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, September 27, 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, Brice (for Myers-Jennings), Stanley, Lee, Gerber, Griffin, Hull, Reffel, Gladwin, Hilgert, Zahner (for Leech), Bauer, Mr. Pearce, and Ms. Roberts. Guests: Allen DeVane, Ike Barton, and Sterlin Sanders.

Allen DeVane and Sterlin Sanders presented the [technology report](#) for September:

- New multi-function printers for COE classrooms have arrived and will be located in COE labs 120, 122, 240, 244, SLP 228, and Psychology 20. The new printers will be print ready by the end of this week. Copy, scan, duplex, and color options will be enabled based on curricular requirements and needs at each location.
- The Deaf Education lab in COE 97 has received five additional computers, and COE 124 has received four additional computers to accommodate the large class sizes. The computers in COE 244 have received a memory upgrade from 512mb to 1GB; COE 240 will also receive a memory upgrade by mid-term.
- IT handled over 90 on-site calls to completion for COE support for the month of September.
- COE 124 will be the next classroom to be upgraded for a smart classroom.
- The COE faculty web server migration is currently in progress; there are some minor issues converting from FrontPage to the Contribute publishing system.

Dean Gunter reported on a meeting he had attended yesterday dealing with the upcoming SACS visit. Some notes from the meeting:

- A consultant for the SACS visit, [Dr. Dorothy Doolittle](#), has been hired. Dean Gunter distributed a copy of her [resume](#).
- The data from Fall 2008 and Spring 2009 are the data that will be used for review during the visit.
- Dean Gunter [distributed a faculty roster form](#). Departments will need to complete these for the SACS

visit; information about everyone who taught a course must be included on the roster, including both full-time and part-time faculty. Information which must be provided includes: name, courses taught, degrees which match what was taught, and other qualifications that support what is taught.

- [Areas of emphasis for the SACS visit](#): assurance that the institution is engaged in ongoing, integrated, and institution-wide research-based planning and evaluation processes; assurance that the institution identifies expected outcomes for its educational programs (including student learning outcomes) and its administrative and educational support services, assesses whether it achieves these outcomes, and provides evidence of improvement based on analysis of those results; and assurance that the institution employs competent faculty members qualified to accomplish the mission and goals of the institution.
- [QEP](#) (Quality Enhancement Plan): A QEP must be developed by the SACS visit; the SACS team will review the plan during the visit. The plan is broad-based, and it should identify institutional goals and a plan to assess their achievement. If approved during the visit, SACS will come back on campus and review the progress on the plan in five years.

Dr. Lee [distributed a handout showing the completion](#) of data use documents for each COE program. Dr. Lee noted that these documents need to be completed for all programs by the end of October. She also emphasized that there must be data for each assessment listed in each program. Dean Gunter has asked Dr. Reffel to meet with each department head two times each month, at a computer, to work on program assessments.

Dean Gunter [announced that, effective September 20,](#) Dr. Zaccari had given approval for the new department names. They are: Department of Early Childhood and Special Education; Department of Middle, Secondary, Reading, and Deaf Education; and Department of Communication Sciences and Disorders.

Ms. Roberts asked department heads to remind faculty who are teaching the 2999 courses that when an "S" is awarded at mid-term, it means that all requirements have been met. Also, Ms. Roberts asked that a copy of the 2999 mid-term grades be sent to her office. Ms. Roberts also

announced that approximately 90 students had registered for the GACE Content Assessment workshop to be held on Saturday.

Dr. Reffel distributed the departmental PAAR reports which had been printed out and reviewed. Dr. Reffel asked department heads to make any needed corrections, print out a new landscape copy, and return it to her by 3:00 p.m. on Friday.

Dr. Reffel distributed the summer course evaluations which had been completed by Dr. Cox. In the past, the course evaluation has consisted of five COE questions, ten departmental questions, and ten individual questions. The results were provided to faculty with each question printed with the accompanying student responses. However, using the new system for analysis would require that a separate program be written for each individual faculty member to make the individual questions print with the results for each question. This process would be too time consuming. Therefore, for future evaluations, questions for each individual faculty member's ten individual questions will not be printed with the results for each of those questions.

Dr. Lee announced that the USG Educator Preparation Report had been sent to each department head for review. Dr. Lee asked department heads to provide her with information about various COE initiatives to be included in the report.

Dr. Gerber reported on the STEM (science, technology, engineering, and math) initiative. The purpose of STEM is to increase the number of students in these fields. One specific purpose of STEM is to double the number of students in these fields by 2013. Dr. Gerber has submitted a funding request for STEM to the BOR. This funding would be used for faculty positions and for mini-grants to STEM students.

Dr. Gerber announced that the Valdosta City School system had signed a letter of intent for partnering with VSU in the Early College Initiative.

Dr. Stanley [distributed a list of COE faculty](#) who will be attending the Fall Forum tomorrow in Macon.

Ms. Roberts announced that about 100 COE faculty and staff had communicated to her that they would be attending Homecoming on Saturday.

Dr. Gladwin announced that FLED was taking part in the Hispanic Heritage event being held downtown next Friday.

Dr. Reffel announced that the LiveText users' conference would be held October 10 in Savannah. Dr. Reffel is driving one of the VSU vans, and she still has room in the van if anyone else wishes to attend. There is no cost for this conference.

Dr. Stanley distributed [a handout about "Big Read,"](#) which is a national program sponsored by NEA; its purpose is to encourage reading. The handout was a calendar of upcoming book discussions. All COE students and faculty are encouraged to participate.

Dr. Reffel distributed a [handout about "Scope,"](#) which is a Continuing Education outreach program serving children from kindergarten through 8<sup>th</sup> grade. The handout included a call for instructors.

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

Respectfully submitted,

Donnie J. McGahee