

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, July 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, Willis (for Martinez), Reffel, Lee, Lennon (for Stanley), Leech, Gerber, Myers-Jennings, Hilgert, Bauer, Hull, and Ms. Roberts.

Dean Gunter announced that the renovations in the Education Center were completed and had undergone their final inspection. The fire alarm will be tested on Friday, and the area should be ready for occupancy sometime next week.

Dr. Bauer presented a slide show depicting the opportunities available for VSU students to study abroad, particularly in the Czech Republic and in Germany. Dr. Bauer noted that one of the BOR goals was for at least 4 percent of USG students to have a foreign study experience. Foreign study provides a good diversity experience for both students and faculty. Dr. Bauer will send out more information about this opportunity via e-mail.

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

- The university will be conducting a search for a new Alumni Director.
- Dr. Zaccari is assuming the position of acting Vice President for University Advancement. One of his goals is to complete a self-study of job activities performed for each staff position. He also intends to re-structure the Office of University Advancement.
- VSU will publish an electronic newspaper called THE VSU COMMUNICATOR; the publication will advertise accomplishments of the university.
- Dr. Levy has concerns about the status of the preparation for the SACS visit. Particularly, he has two areas of concern: faculty credentials and educational outcomes and assessments. (Dean Gunter reminded department heads to make sure that their program outcomes listed in the catalogs are updated and assessed).

- The BOR has passed new rules about the Regents' Testing program. Students must take the Regents' Test prior to the accumulation of 45 hours. Students are encouraged to take the test early, even as freshmen; and there is no penalty for taking the test numerous times.
- Dean Gunter distributed copies of an article, provided by Dr. Levy, entitled "Higher Education Called to Account," from the June 29, 2007, issue of THE CHRONICLE OF HIGHER EDUCATION. The article dealt with the liability issues surrounding colleges and universities following the shootings at Virginia Tech.
- Barbara Gray, Director of Grants and Contracts, is developing a university policy on intellectual property.
- The reception for new faculty will be held August 7 at University Center.
- Background checks are now required for all new employees.
- The BOR is reviewing the issue of tuition for undocumented aliens.

Dr. Lee distributed the course/instructor evaluations from Spring Semester, 2007. Dr. Lee noted that some instructors are not using the required 25-item evaluation instrument (five COE items, ten departmental items, and ten individual items). With some departments merging, Dr. Lee noted that this might be a good time for each department to review evaluation items for faculty.

Dean Gunter announced that, beginning Spring Semester, 2008, all COE courses will be taught on the approved university class schedule. Patrick McElwain (Registrar's Office) will be asked to notify Dean Gunter of any class which is scheduled at a meeting time other than an approved university meeting time. Additionally, department heads were asked not to contact Patrick McElwain and ask him to change any class meeting time, other than to an approved meeting time. Ms. Roberts noted that the issue of faculty summer duties had still not been resolved.

Dean Gunter distributed a handout of the BOR policy on faculty involvement in outside activities (other than a single-occasion activity). For such activities, the policy states that "the employee shall report in writing through official channels the proposed arrangements and secure the

approval of the president or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises." Dean Gunter asked department heads to make sure that their faculty knew that they must secure the president's approval in order to engage in such activities.

Dean Gunter distributed his goals for the COE for 2007-08; these goals had been drafted at the COE Retreat in Savannah. Dean Gunter asked department heads to review these goals with their departmental faculty.

Dean Gunter distributed the proposed COE standing committee assignments for 2007-08. Dean Gunter has selected chairs for each of the committees; he will contact each proposed chair and ask if he/she is willing to serve in this capacity. He asked department heads to review the committee assignments again before next week's meeting. The committee assignments will be considered for final approval at next week's meeting.

Dean Gunter asked each department head to give some thought to the idea of having an assistant department head. With an assistant department head, there could be someone available to deal with various issues that come up when the department head is not available. This issue will be discussed further at next week's meeting.

Dr. Lennon stated that the proposed name for his re-organized department was the Department of Middle, Secondary, Reading, and Deaf Education. Dr. Hull moved approval of this new name; Dr. Leech seconded the motion. The motion was unanimously approved.

With the reorganization in the COE, the Communication Disorders program will become a separate department. Dr. Myers-Jennings made a motion for the name of the new department to be the Department of Communication Sciences and Disorders; Ms. Roberts seconded the motion. Dr. McGahee noted that this proposed name might have trouble passing Academic Committee; Dr. Myers-Jennings stated that a review of other similar programs throughout the country showed that approximately 80 percent of them had a similar name. The motion was unanimously approved.

Dean Gunter announced that the COE opening faculty meeting would begin at 10:00 a.m. on August 7. Drs. Zaccari and Levy will address the COE faculty. In addition, State Superintendent of Schools Kathy Cox, will make a short presentation. A number of workshops will be conducted during the morning session and repeated during the afternoon session. The workshops will be on the following topics: introduction to LiveText, updates in LiveText, training on the COE Observation Instrument, advising and the new Area F, WEB CT, and training on using the new Smart Boards. Lunch (Miller's Barbecue) will be provided between the two sessions.

Dean Gunter announced that he would attend a meeting on July 20 on funding for the new franchises.

Dr. Gerber announced that Dean Gunter and he would meet with Mr. Sam Allen tomorrow about the Early College program. Dr. Gerber and Dean Gunter have already met with Drs. Zaccari and Levy about the Early College program and have received their approval to move ahead with it. The present plans calls for a 4th grade class to begin Fall Semester, 2008.

Dr. Gerber announced that 190, 3rd-5th grade teachers are on campus attending the math and science workshop. All of these teachers are from the Coastal Plans RESA schools.

Dean Gunter announced that there will be only one graduation ceremony for summer school. Graduation will be at 10:00 a.m. on July 28.

Dean Gunter announced that the GATE Conference would be held October 10-12 in Savannah.

The next meeting for the Executive Committee will be July 19.

There being no further business, the meeting was adjourned at 10:06 a.m.

Respectfully submitted,

Donnie J. McGahee