

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, July 19, 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, Lee, Martinez, Siegrist (for Leech), Griffin, Myers-Jennings, Reffel, Hull, Hilgert, Bauer, Mr. Pearce, and Ms. Roberts.

Dean Gunter announced that Plant Operations had begun moving faculty from the Special Education Building to the Education Center yesterday morning. The plans call for everything to be moved from the Special Education Building to the Education Center first, and then everything moved from the Education Center to the Special Education Building. Notification has been sent to IT (computers) and Auxiliary Services (telephones) about the move. Plant Operations personnel are not, however, allowed to move a faculty member's personal furniture.

Dr. Lee distributed a handout about the COE course/instructor evaluation process. She stated that this is a good time for all departments to review the process. Each evaluation should have 25 items—items 1-5 are the same college wide, items 6-15 are the same within a department, and items 16-25 are selected by the individual faculty member. Items 26-31 will be reserved for courses with field experiences. Mr. Pearce noted that the university is currently reviewing the possibility of a university-wide evaluation process.

Dean Gunter asked if there were any further changes in the COE committee assignments. Mr. Pearce was added to the Teacher Education Council, and Dr. Willis was removed from the Research Committee. With these changes, Dr. Bauer moved approval of the committee assignment list; Dr. Stanley seconded the motion. The motion was unanimously approved.

Dean Gunter announced that Dr. Levy had allotted the COE an additional \$15,000 in professional development funds. Dean Gunter asked for input on how these additional funds should be used. If the funds are divided among all

faculty, it would mean about \$115 more for each faculty member. After some discussion, it was decided to distribute the funds to departments based on the number of faculty members within each department and to let the departments decide how to use the funds.

Dr. Lee announced that the COE had been notified that the PAAR reports required by PSC would be due October 1. Data included in the reports should cover Summer, 2006, Fall, 2006, and Spring, 2007, semesters. Drs. Lee and Reffel will schedule a meeting with department heads to begin completing the forms.

Ms. Roberts announced that Mr. Don Puckett will be on campus on August 17. He will meet with the ECE/SPE Practicum students from 9:30 until 11:30 and with the Physical Education majors from 12:30 until 2:30. Pizza will be served at the PE Complex from 11:30 until 12:30. Ms. Roberts also announced that the COE will get five graduate assistants from the Student Success Center. Ms. Roberts hopes to be able to use these graduate assistants to provide tutoring for GACE I.

Dean Gunter reminded department heads that effective July 1, all travel reimbursements must be submitted within 60 days of the travel. Faculty may no longer wait until the end of the semester to submit travel for the entire semester. This requirement includes travel for supervising student teachers.

Dean Gunter reminded department heads that only they could request a room change for a class and that the request must be made through Vanessa.

Dr. Bauer raised the issue of whether or not a policy existed at VSU about a professor using a self-authored text in class. It was suggested that Dr. Bauer check with the chair of the University Educational Policies Committee; Dean Gunter will also ask Dr. Levy about such a policy.

Dean Gunter announced that work on the BOR franchise programs was continuing. Dean Gunter and Dr. Stanley will attend a meeting in Atlanta tomorrow about some of the issues surrounding the franchise programs.

Dean Gunter distributed a draft agenda for the COE faculty meeting on August 7. Any comments or corrections should be sent to Dean Gunter.

Announcements

- Next Executive Committee meeting will be August 9.
- COE Fall Faculty meeting will be August 7 at 10:00.
- GATE Conference is October 10-12 in Savannah.

There being no further business, the meeting was adjourned at 9:53 a.m.

Respectfully submitted,

Donnie J. McGahee