

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, May 31, 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, Lee, Hilgert, Griffin, Gerber, Hull, Stanley, Leech, Martinez, Corbin, and Ms. Roberts. Guests: Dr. Judd, Sterlin Sanders, Allen DeVane, and Ike Barton.

Allen DeVane, Sterlin Sanders, and Ike Barton provided the following IT update for the COE:

- Orientation Sessions - IT will provide technical assistance for student registration in EC Rooms 122, 240, 244, 263, and 209 on weekdays and Saturdays throughout the entire month of June.
- Distribution of New PCs: All remaining faculty/staff on the COE list have been notified by e-mail concerning computer upgrades.
- Smart Classroom Progress: Room 155 in the Special Education Building has been updated with the new smart classroom components--electric screen still needs to be installed. EC Room 244 is the next COE classroom to receive upgrade. Smartboard installation has been completed for Room 180 in the PE Complex. Installed Tandberg video codec for the COE main conference room.
- IT Tracker Call Stats: Handled 44 on-site calls to completion for the COE during May, 2007.

Dr. Gerber noted that Drs. Zaccari and Levy had toured the new construction downstairs in the Education Center. Dr. Gerber also noted that there had been some very preliminary discussions about the construction of a new academic building where the football practice field is-- between the Education Center and the PE Complex.

Dr. Gerber announced that he and Dr. Zaccari had participated in a conference call with Jan Kettlewell (BOR). Issues discussed during the conference call included: a charter school; the Early College Initiative; and a new initiative by the BOR in the math/science area, which would include funding for new faculty to teach math and science.

Dean Gunter reminded department heads that the franchise applications were due to Chris Bessinger by tomorrow, June 1. Barbara Gray has been designated as the franchise contact person for VSU. The BOR has stated that institutions would be notified by June 15 about which franchises would be funded. The COE has submitted five franchise applications: Special Education General Curriculum, Special Education Adapted Curriculum, Middle Grades 4-12, an M.Ed. in Literacy, and an M.Ed. in Instructional Technology with an on-line teaching endorsement. Also, the COE has applied as a partner with North Georgia to offer the on-line middle grades math and science endorsement and has applied with Georgia State and North Georgia to offer the on-line literacy endorsement.

Dr. McGahee distributed applications for the Georgia Power New Teacher Assistance Grants. This grant is in the amount of \$1,000 and is awarded to one student from the COE; this student must have secured a position beginning Fall, 2007, as a first-year teacher. The COE may submit up to five nominees to Georgia Power, and one person will be selected as the recipient. Completed applications should be submitted to either Dr. McGahee or to Dr. Bob Hull, chair of the COE Scholarship and Honors Committee. The COE Scholarship and Honors Committee will select the top five nominees to submit to Georgia Power.

Dr. Lee presented data from a survey of COE graduates; this data will be posted in LiveText. The survey had a 42.5 percent return rate. Dr. Lee will send this data to faculty, and department heads were asked to review this data with faculty. Both the data from the survey of graduates and from the survey of employees will be topics of discussion at the Executive Committee retreat in Savannah at the end of June. Specifically, the data will be reviewed in terms of how it can be used for program improvement.

Dean Gunter asked department heads to collect data on program numbers, program needs, survey data (and faculty feedback on survey data), impact of graduates on P-12 learning, etc., to bring to the Executive Committee retreat. During the latter part of the retreat, department heads will create goals and objectives for their departmental programs and begin writing them. These goals and objectives will be brought back to campus and will

serve as the bases for departmental initiatives. The focus of the retreat will be on data analysis and program improvement.

Dean Gunter asked for input on what topics should be covered at the fall COE faculty meeting. Suggestions included: observation instrument training, LiveText training, WebCT training, training on using the smart classrooms, advising procedures, and teaching on-line courses. Dean Gunter will develop a tentative agenda for the meeting.

Ms. Roberts announced that orientation sessions would be held this Friday, Saturday, and Monday. The Monday orientation session is for summer semester and fall semester. She also announced that the COE Undergraduate Policies Committee would meet on Monday at 2:00 p.m.

Dean Gunter distributed a handout from ETTC announcing a Summer Institute for Administrators to be held on June 14 and July 12. The institute will carry one PLU of credit; to receive the PLU credit, participants must attend both sessions. The purpose of the institute is to allow administrators to experience the opportunities of technology-enabled learning.

Dr. Lee announced that procedures had been put in place to allow all course evaluations to be completed in LiveText.

The next meeting of the Executive Committee will be June 14.

There being no further business, the meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Donnie J. McGahee