

MINUTES OF THE MEETING  
COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, February 14, 2008, at 8:30 a.m. in Room 235 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Stanley, Minor, Myers-Jennings, Griffin, Reffel, Corbin, Martinez, Dees (for Leech), Bauer, Willis (for Hilgert), and Ms. Roberts.

Dr. Bauer and Dr. Stanley both announced that they had each hired one new faculty member in their departments for next year.

Dean Gunter reviewed some of the items covered at the deans' council meeting held yesterday:

- Deans were asked to remind department heads to use their departmental purchasing cards very carefully.
- Department heads should be sure to require all candidates being interviewed for faculty positions to make some type of presentation as a part of the interview process.
- The graduation ceremony for the COE will continue to be on a Saturday at 10:00 a.m.
- Dr. Nikolov (International Programs) announced that visitors from Hungary will be on campus in the near future.
- Acceptance admissions for Fall Semester, 2008, are up 500 over this same time last year.
- Dr. Levy will adhere very strictly to the 10-15-20 rule for summer classes.

Dean Gunter announced the actions which had been taken on the COE proposals which had been considered for approval at the Academic Committee meeting held this week: the COMD course prefix changes had been approved (to CSD), the Ed.S. changes were approved, and the changes in the Dental Hygiene program were tabled. Dr. Martinez is working with Chuck Hudson for a resolution of the issues raised about the Dental Hygiene program. Dean Gunter asked Dr. McGahee to work with Lee Bradley to ensure that the course prefix changes were made in the catalog.

Dr. Reffel reported on the PSC Board of Examiners' training which had taken place last Tuesday in Cordele. Eleven COE faculty members attended. Dr. Reffel distributed a copy of the [new state program standards](#) which had been given out at the meeting. Some changes which were announced at the meeting included: program reports in the future will be shorter with less narrative; PSC will no longer review advanced programs during an on-site visit, although NCATE will; and the new state standards become effective Fall, 2008. Dr. Reffel also distributed [a sample BOE report](#) which had [been given out at the meeting](#).

Dr. Reffel announced that LiveText will conduct a training workshop at Macon State on March 21.

Dean Gunter is trying to determine dates for the Executive Committee retreat this summer. He asked about June 29 and 30, but some department heads had a conflict with these dates. Dean Gunter will look for other dates and send them out to department heads via e-mail.

Dean Gunter announced that the Early College Initiative was going well. The Valdosta City Board of Education has approved the Advanced Placement training and the Science Partnership to be held at SL Mason this summer. Also, Dean Gunter has just found out that the football offices will be temporarily located at SL Mason until the new Football Complex is completed.

Dean Gunter reminded department heads to be sure to spend or encumber all departmental funds by the end of March.

Dean Gunter raised the issue of people (non-students) being in the building late at night, which led to a discussion about setting a uniform time to lock and unlock classrooms and the main doors to the building. After some discussion, it was decided to request that the Education Center be unlocked at 7:00 a.m. and that classrooms be unlocked at 7:30 a.m. At night, the classrooms would be locked at 7:30 p.m., and the building would be locked at 9:00 p.m.

Dr. McGahee distributed “proof” copies of each department’s section of the undergraduate and graduate catalogs. He asked department heads to mark any errors they saw on the proof copies and return them to him. Dr. McGahee will work with Mr. Bradley in making any needed corrections.

Ms. Roberts distributed a [copy of the most recent version of the Concern Form](#) and Concern Form Process. Dean Gunter asked department heads to take this back to their departments for discussion. The issue will be discussed further at a future meeting. Ms. Roberts will send department heads the [electronic version of the Concern Form](#). The discussion about the Concern Form led to a discussion about appropriate dress for COE students who are in the schools completing field experiences. Dr. Stanley announced that the issue of appropriate dress is being included in EDUC 2110; she will bring further information to next week’s meeting.

Dr. Reffel distributed a [handout announcing that AACTE](#) was conducting a web conference on cultural and linguistic diversity on March 11-13. Dean Gunter will pay for the cost of the conference. Faculty interested in attending should contact Dr. Reffel. Dr. Reffel also distributed a handout about the 2009 AACTE Conference in Chicago.

Dr. Reffel distributed [a handout about the "Making an Impact Conference"](#) being sponsored by Kennesaw State University on March 14-15 at the Crowne Plaza in Atlanta. The theme of the conference is "Best Practices for P-12 Teacher Preparation."

Dean Gunter announced that the Department of Art was sponsoring a show titled "Shifting Gears." This show features the art work of people with disabilities. The show is open from now until February 29.

Dean Gunter asked that faculty evaluations be submitted to him by February 20.

There being no further business, the meeting was adjourned at 9:59 a.m.

Respectfully submitted,

Donnie J. McGahee