

MINUTES OF THE MEETING  
COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, November 8, 2007, at 8:30 a.m. in the COE Conference Room (Room 235) in the Education Center with Dr. Lee and Dean Gunter presiding. Members present were: Drs. McGahee, Lee, Stanley, Brice (for Myers-Jennings), Hull, Gerber, Griffin, Reffel, Leech, Hilgert, Martinez, Gladwin, Bauer, and Ms. Roberts.

Dr. Reffel introduced Ms. Elizabeth Omiteru, who is the new COE Instructional Technology Associate. Elizabeth will be responsible for assisting with course evaluations, maintaining and updating the COE website, LiveText orientations, etc. She will also provide technical assistance to faculty.

Dr. Reffel asked each department head to provide her with the name of the person in each department who was responsible for maintaining the departmental website. Dr. Reffel will schedule meetings with each of these people and Elizabeth. Dr. Reffel noted that Dean Gunter wanted to ensure that two specific items were included on each departmental website: the departmental meeting minutes and each faculty member's office hours.

Dr. Reffel distributed a handout showing the current status of data use in LiveText for each department's programs. The handout showed four things about each program's data: if the program had data in LiveText, if the data were linked to student work, a description of analysis and use of the data, and whether or not the data matched the PAAR numbers. Dr. Reffel stated that she would be happy to meet with program coordinators individually to work on the LiveText data.

Ms. Roberts announced that an on-line COE advising evaluation form had been launched and that so far 234 students had completed it. She asked department heads to please encourage their faculty to ask students to complete the on-line form. The form is being completed in LiveText.

Ms. Roberts distributed a copy of the [final report](#) of the BOR task force on enhancing the [advising process](#); the task force is being chaired by Dr. Zaccari. The report provides eight steps for improving advising: define administrative structure of advising, have mandatory advising, have an on-line advising handbook, provide training for students and advisors, have a published two-year course schedule, have annual assessment of advising, have annual evaluation of advisors, and have "Degree Works" or a similar system in place. "Degree Works" is an advising program, somewhat similar to the CAPPs program.

Ms. Roberts reported that the education minor, which is a part of the Governor's Honors Program (GHP), had been funded by the COE since its inception two years ago. However, Dean Gunter has recently contacted State Superintendent of Schools Kathy Cox and asked her about the possibility of the State Department of Education picking up the funding for this minor. Superintendent Cox has agreed to this request.

Dr. Gerber distributed a copy of curricular changes to each department; these changes have been forwarded to Karen Shepard to be included as a part of the Academic Committee packet. Dr. Gerber reported that the Graduate Executive Committee would meet today at 2:00 p.m. in Room 3026 in the Bailey Science Center; the Academic Committee will meet on Monday, November 12, at 2:30 p.m. in the Rose Room in University Center.

Dean Gunter announced that Dr. Julie Lee has agreed to chair the University Assessment Committee for the SACS visit in 2010. Dr. Lee thanked everyone for responding to her request for information about on-line courses/programs and off-campus courses/programs. She noted that one of the requirements of SACS was that notification be made to SACS about on-line and off-campus courses and programs. Currently, she is trying to determine if a procedure is in place at the university level to determine if such notification has been made to SACS.

Dr. Reffel announced that the course evaluations for fall semester were ready to be launched. She will send an e-mail to COE students and faculty explaining how the evaluation process will be conducted. Dr. Reffel expects to launch the evaluations on November 25.

Ms. Roberts announced that the COE Undergraduate Policies Committee was continuing to work on the Concern Form/Policy.

Dean Gunter asked department heads if they had discussed the program outcomes/assessments with departmental faculty. Five department heads stated that their faculty had chosen to use the "common" outcomes/assessments written by Dr. Lee. The Department of Communication Sciences and Disorders asked to use a combination of the "common" outcomes/assessments and some structured to departmental needs. The Department of Psychology and Counseling asked to use its own outcomes/assessments.

Dr. Bauer announced that the Business Office had a new policy that required both department heads and departmental secretaries to have individual departmental credit cards; he felt that this process was too cumbersome.

Dr. Reffel announced that she had just returned from a national meeting of Kappa Delta Pi and asked department heads to encourage their faculty to get involved in this organization.

Dean Gunter announced that he was meeting at 10:00 a.m. on Monday morning with Vic Douglas, the architect for the university, about a new “green” roof for the Education Center.

#### Announcements

- COE cookout this afternoon from 6:00-7:30 at the Education Center.
- Promotion and tenure packets are due to Dean Gunter by Friday, November 9.
- The [Big Reading closing activity](#) is Saturday, November 10, at 6:30 p.m. in University Center.
- Career Day is Tuesday, November 13, at 10:00 a.m. in University Center.
- Visitation Day is Saturday.
- Next Executive Committee meeting is November 15.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Donnie J. McGahee