

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, January 8, 2009, at 8:30 a.m. in Room 235 of the Education Center with Dean Gunter presiding. Members present were: Lee, Roberts, Reffel, Martinez, Leech, Myers-Jennings, Minor, Griffin, Stanley, Bauer, Pearce, Corbin, and Hull.

Happy New Year and Welcome to 2009 But Congratulations on a Great 2008--Gunter
Dean Gunter acknowledged 2008 accomplishments of Georgia On My Line and the Valdosta Early College Academy.

Minutes of December 11, 2008 Meeting --- Reffel

A motion from Bauer, seconded by Martinez was made to approve the minutes from the Executive Committee meeting on December 11. There was no discussion, the motion carried and the minutes were approved.

Report from Deans' Council Meeting of January 7, 2009 ---Lee

Associate Dean Lee reported on yesterday's Deans' Council meeting. Dr. Levy would like to improve and standardize websites. He is concerned about the bandwidth that some of the websites are using. Andy Fore in Web Services will assist departments to make sure information is current and relevant. SACS will go view websites and look at assessment information. Jeff Grant and Bobby Lacy will assist with photos if needed. Sites should be audience driven with few words on the page. Advising and assessment information should be on websites and individual to departments. We need to document that we have collected assessment of majors and make sure changes of data. Dr. Levy also discussed tenure and promotion; several recommendations were not approved at the VPAA and President level. Scholarship is one area that needs to be improved in order to achieve tenure or promotion. There are concerns if there are too many presentations and too few publications in the mid to high level. Dr. Levy plans on developing a university wide tenure and promotion committee (shared governance). The committee will be charged with standardizing definitions and refining the tenure / promotion process. Deans and Department Heads need to help assist with the development and follow the process. He feels that eventually the university wide committee would review folios and make recommendations to the Provost. Dr. Levy announced that Lean Six sigma training is being held and faculty may be recommended for training. Large sections were discussed and Dr. Levy needs to know if we have any changes needed for the large sections to work. Dr. Karla Hull needs to know which courses need large sections. Some mid-level management positions may be reduced. Acting dean positions will be continued. The Online Lifeline conference will be held on February 13th. The Dewar College of Education is the most represented group with 12 members of the College presenting. On Thursday, February 12th, there will be a pre-conference on Vista8, which will be VSU's new platform in the summer. Dr. Levy discussed that budget cuts are serious and it is looking bleak for raises. The best scenario for the budget would be increased enrollment for the fall. Dr. Gravett shared the results of a pilot of the Students Opinion of Instruction evaluation system conducted by IT for two departments (Sociology and Social Work). The question was raised about the COE piloting the evaluation system this semester. Dean Gunter will invite someone to present to the system to the Executive Committee. The Faculty Excellence Award nominations have been sent out. Each department will receive a list of majors who have not passed the Regents' test. Students are to be encouraged to register and show up (40% of those who register do not show for testing).

Budget Reductions Meeting with Dr. Levy ---Gunter

Dean Gunter met with Dr. Levy prior to the end of last term. Dr. Levy's charge was to cut \$1.5 million and the COE was to identify their share. Dean Gunter estimated that 25% would need to be cut from the COE. His priority was to not cut teaching positions. The Director of Student Teaching and Teacher Certification position was cut. One faculty position will remain unfilled. Dean Gunter will work to pay faculty teaching GOML with GOML revenue and pay full time temporary positions through state funds. Dean Gunter will be meeting with Acting Dean Hull to discuss the GOML revenue. It is estimated that there will be a 50% increase in GOML students from fall to spring. Dean Gunter also plans to reduce supervision and travel by 40%. In the fall, every effort will be made for the first and last visits for student teaching visits to be done from a distance (conference call, video-conferencing, etc).

Tenure/promotion ---Gunter

Dean Gunter reported that two of the faculty personnel actions that were recommended at the college level for tenure / promotions were overturned at the VPAA and President level. The reason for the decisions being overturned was that peer-reviewed publications are needed. Leadership needs to assist faculty in moving from presentations to publications.

Faculty Evaluations (To Gunter Feb 9) ---Gunter

Dean Gunter stated that if there were statements of need on the Personnel Action Forms,; information regarding what is needed should be on the Annual Faculty Evaluation.

Room 255 and Air Circulation Renovation Update ---Gunter

Dean Gunter reported that Associate Dean Lee will move to Dr. McGahee's old office and Dr. Gerber will move to Dr. Lee's old office in order to free up 255 for large sections. 150 seats will be made available for these sections. Regarding the AC, the work should be completed in the next two weeks.

Fund Initiatives --- Gunter

Dean Gunter needs to meet with Department Heads who sent initiatives that need funding. He should be able to fund many of those initiatives.

Stuart Little --- Roberts

Ms. Roberts reported that the Theater Department is presenting *Stuart Little* to the schools in the area and on campus. Lesson plans will be available on-line for teachers. The VSU Student Reading Association will donate E.B. White books to each school.

Probation students --- Roberts

Ms. Roberts reported that the Student Success Center graduate assistants would be assisting those on probation. Students on probation receive a letter to meet with their advisor.

Student Success Center Math Tutoring --- Roberts

Ms. Roberts reported that the Student Success Center would be providing supplemental instruction for MATH courses for Early Childhood majors.

LiveText Orientation Dates --- Reffel

Dr. Reffel distributed the [LiveText Orientation dates](#).

Student Teaching Applications for Fall ---Lee

Associate Dean Lee reported that Student Teaching Applications will be distributed to departments and will be due on January 30th. The Student Teacher orientation for Spring 2009 will be held tomorrow in the Bailey Science Center from 9:00 a.m.-12:00. There are 236 student teachers.

VP Finance search --- Gunter

Dean Gunter reported that three candidates will be coming to campus for the VP of Finance search from January 20-30th. Information will be sent to the faculty through the web with schedules and information about the candidates.

GPS-ETC Schedule --- Reffel

Dr. Reffel distributed schedules for training for GPS, CTAT, and Leaders through the ETC.

Course and Curriculum Changes --- Gunter

Dr. Reffel reported that she would be taking over Course and Curriculum changes for the Dewar College of Education. Changes need to be sent to her from now on. Course and curriculum changes for Curriculum, Leadership and Technology were distributed for initial review.

Share the Wealth --- Roberts/Griffin

Dr. Griffin reported that the 22nd Share the Wealth Conference would be held January 22-23. A special fee for VSU students has been made to attend on Friday. Dean Gunter said he would assist with mileage if faculty would like to carpool over.

Remind Faculty: Office Hours, Final Exam Schedule, Update ACCESS Office Info, Embed gen ed info etc.

Dean Gunter reminded faculty to report office hours (minimum of 10 hours/week), correct final exam schedule, ACCESS office, General Education outcomes.

Faculty Excellence Awards --- Gunter

Dean Gunter reminded that Faculty Excellence Award nominations are out.

GADOE KEYS assessment – Gunter

Dean Gunter reported that the GADOE asked if VSU would be interested in helping with the validation of the Class KEYS assessment. Also, Superintendent Cox is interested in working on induction.

Announcements

Orientation Today at 2:00 (82 are registered to come)

Policies Committee Meetings (Today at 10 and Monday at 2) --- Roberts

Student Teaching Orientation Friday at 9:00 --- Lee

DRAW Project (Monday, January 12, 2009 at 5:00 at the Turner Art Center)

Next COE Executive Committee Meeting (Thursday January 15, 2009 at 8:30)

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Julia M. Reffel