

MINUTES OF THE MEETING
COLLEGE OF EDUCATION
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, May 8, 2008, at 8:30 a.m. in Room 235 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Lee, Gerber, Griffin, Reffel, Leech, Martinez, Stanley, Hilgert, Hull, Myers-Jennings, and Ms. Roberts.

Dean Gunter asked each department head to provide an update of faculty searches in his/her department:

- COMD – has hired one full-time temporary person.
- ACED – has had a verbal commitment from one person and has made an offer to a second person.
- KSPE – is in the process of searching for one full-time temporary person.
- ECE/SPE – has interviews scheduled for next week to fill four positions.
- MSRD – has hired three people; is talking with one person for a position in Deaf Education; has more candidates coming in for interviews.

Dean Gunter announced that Dr. Lynn Minor has agreed to serve as acting head of the Department of Early Childhood and Special Education; Dr. Levy has agreed to this appointment. Dean Gunter is in the process of selecting someone to assume Dr. McGahee's position.

Dr. Gerber and Ms. Roberts discussed activities related to the [Valdosta Early College Academy](#). One teacher has been hired, and one other teacher has been recommended. All admission forms for the Academy are completed. The first community informational meeting about the Academy will be held tonight. An additional informational meeting will be held here at VSU; invitations have been sent to the parents of all 180 students who meet the admission criteria for the Academy. Informational flyers about the Academy will be sent to all Valdosta City fifth-grade students. The Academy was featured on a radio show this past Monday.

Dr. McGahee distributed applications for the 2007-08 Georgia Power New Teacher Assistance Grants; this year, Georgia Power is awarding a \$1000 grant to a male and a female from each state institution. Dr. McGahee showed a promotional DVD about the grants which had been developed by Georgia Power; one of the featured teachers in the DVD was VSU's winner from last year, Joy Botting. Completed applications should be sent to Dr. Bob Hull by May 3; the COE Scholarships and Honors Committee will determine the top five male and top five female nominees to be sent to Georgia Power.

Dean Gunter discussed items which had been covered at yesterday's deans' council meeting:

- Dr. Levy discussed the importance of faculty and students being aware of graduation requirements.
- Dr. Levy noted that 155 “I” grades had been changed to “F” grades during the past year.
- Dr. Levy will ask the council of department heads to study the issue of evaluation of the advising process and to study what interventions should be used in the advising process. He will also ask the council the study the issue of evaluation of part-time faculty.
- Dr. Kristina Cragg emphasized the importance of units and departments updating the strategic planning database as progress is made on completion of plans listed in the database.
- Members of the dean’s council elected Dr. George Gaumond as its representative to the university council for next year.
- Dr. Zaccari announced that Regent Bob Hatcher will be on campus next Wednesday; one item Dr. Zaccari hopes to discuss with him is the proposed new Health Sciences Center.
- Dr. Zaccari noted that the next BOR meeting will be the second week of June; this would be the earliest that a new president could be named.
- Dean Gunter distributed a [memo from Mr. Ronald Stark](#), Chief Audit Officer for the BOR; the memo dealt with the impact of the recently proposed HB 1113 and its impact on P-Card transactions at system institutions. One new rule from the BOR is that all USG institutions are expected to report all suspected employee malfeasance to Mr. Stark’s office. Under HB 1113, both P-Card cardholders and supervisors may be criminally prosecuted for P-Card misuse. Dean Gunter emphasized to department heads the importance of making sure that faculty are aware of these changes in P-Card use.
- Dean Hufft (Nursing) expressed her concern about Christian activities continuing to be a part of official university activities.

Ms. Roberts announced that she had not had any feedback about the Student [Commendation Form](#) which had been developed by the COE Undergraduate Policies Committee and which she had distributed at last week’s meeting. Dr. Martinez moved approval of the form for use in the COE; Dr. Reffel seconded the motion. The motion was unanimously approved. Ms. Roberts will make the form available for faculty use as a link on the COE website.

Under the Initiative for Math, Science, Reading, and Distance Delivery, Dr. Lee announced that additional funding had been requested of the Budget Committee to provide video conferencing capabilities in additional rooms in the Education Center. Dr. Lee proposed the idea of the first of the five student teacher visits be done via teleconferencing. Dr. Lee figured that over a year- long period, using 30 miles as a round-trip visit, that the COE could save approximately \$6,000 in mileage costs. Using this approach would require the schools where students are placed to have

teleconferencing capabilities, too; however, it was noted that many schools already have this capability. Dean Gunter noted that the COE spent \$130,000 in travel costs for supervision last year; he asked department heads to discuss this issue in their departmental meetings.

Dr. Lee announced that she had sent the list of current COE off-campus and distance learning programs to department heads for verification. She asked all department heads to see her before leaving today's meeting to verify his/her departmental programs on the list.

Dr. Lee distributed a list of [program offerings](#) she had received from Dr. Levy. These are programs which the BOR has listed as still viable programs. Dr. Lee asked each department head to see her before leaving the meeting to discuss which programs should be removed.

Dr. Reffel announced that she had scheduled meetings with some program coordinators this week about program data. She also announced that the "Data Use for Program Improvement Document" for 2007-08 had been created in LiveText and that some program coordinators had already linked their data to this document. Dr. Reffel announced that the deadline for submitting all program data into LiveText was May 30; this deadline will give Dr. Reffel time to review everything. Dr. Reffel asked department heads to be present at the meeting she has scheduled for June 26; Dr. Reffel will have all of the CSPI, GSPI, and AGSPI data available that day for them to strip out their departmental data. Dr. Reffel also announced that department heads would be expected to present their program data at the COE retreat scheduled for June 30-July 1. At the departmental meetings in the fall, Dr. Reffel asked department heads to review their departmental program data with faculty.

Dr. McGahee announced that the Mentor Teacher Training Workshop held last Wednesday had been attended by 54 mentor teachers. These teachers were provided with a two-part workshop: Dr. Raab presented a program on "Effective Mentoring Practices," and Dr. Minor presented training on the COE Observation Instrument.

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

Respectfully submitted,

Donnie J. McGahee