

MINUTES OF THE MEETING  
COLLEGE OF EDUCATION  
EXECUTIVE COMMITTEE

The College of Education Executive Committee met on Thursday, May 29, 2008, at 8:30 a.m. in Room 235 in the Education Center with Dean Gunter presiding. Members present were: Drs. McGahee, Lee, Gerber, Leech, Griffin, Reffel, Minor, Hilgert, Martinez, Hull, Myers-Jennings, Mr. Pearce, and Ms. Roberts. Guests: Allen DeVane, Ike Barton, and Sterlin Sanders.

Allen DeVane, Ike Barton, and Sterlin Sanders gave the IT report for the month of May:

- Ike Barton announced that the work has been completed to install four jacks downstairs for the computers in the eating area; these machines are now off the wireless network.
- Allen DeVane announced that the I-Pod cameras have been ordered for the observation rooms in the Education Center. He also announced that he had met with Drs. Cox and Brasell to develop a policy for printer usage in the labs.
- Sterlin Sanders stated that 121 work orders had been completed in the COE for the month of May; Sterlin also announced that he would provide technical assistance to Ms. Roberts during the orientation sessions.

Dean Gunter announced that the three finalists for the position of president had been announced by the BOR. They are: Dr. Thomas L. Keon, Dr. Patrick J. Schloss, and Dr. Elizabeth J. Stroble. The final decision will be announced at a future BOR meeting.

Dr. McGahee reminded department heads to submit their nominations for the Georgia Power New Teacher Assistance Grants to Dr. Bob Hull by tomorrow (Friday). The COE Scholarships and Honors Committee will meet next week to consider and rank the nominees.

Dean Gunter announced that a graduation ceremony would be held this afternoon for those students who were representing the university at sports events on May 3, the date of the regular spring graduation ceremony.

Dr. Reffel announced that she had met with all departments at least once about data entry. The deadline for entering program data into LiveText is tomorrow (Friday). Dr. Reffel also asked that the June 19 meeting be devoted to stripping out the program data in LiveText. Once this is done, Dr. Reffel stated that department heads should be able to discuss their program assessment data at the COE Retreat on June 30-July 1. Dr. Reffel reminded everyone that the retreat will be held at the Ravine at Kinderlou from 8:00-4:00 on June 30-July 1.

Dr. Reffel announced that a PSC progress report was due by June 1. Of the three remaining areas for improvement that the COE has, Dr. Reffel thinks that two of them will be removed after this progress report is reviewed.

Dr. Leech announced that the results of the PSC developmental review of his department's new EDL programs were that all standards were met.

Dr. Reffel distributed a [proposed syllabus for a new course](#), EDUC 5999 (Professional Orientation). Discussion was held about whether or not the "EDUC" prefix should be used for all departments. Dr. Reffel will get input from individual departments before the proposal is considered further.

Dr. Minor announced that the university Educational Policies Committee had approved a plagiarism and cheating policy; Ms. Roberts [distributed a form to be used for](#) reporting academic dishonesty and also the revised language which will be put in the VSU Student Handbook. Under the new policy, there are now penalties at the university level for academic dishonesty; upon a student's second report of academic dishonesty, official charges will be drawn up and the disciplinary matter will be referred to the VSU Judicial Committee. Dean Gunter suggested that this new policy be attached to all course syllabi for fall semester.

Dean Gunter announced that he had received notification from the BOR that the following three franchise programs had been approved for the COE: the Ed.S. in Exemplary Teaching, the endorsement in on-line teaching, and the endorsement in gifted in-field teaching. Dean Gunter must provide notification to the BOR about whether or not the COE will provide these three new programs.

Dean Gunter announced that Dr. Hull, Dr. Stanley, and Mr. Sizemore had been invited to make a presentation to the BOR about on-line programs at its next meeting on June 10-11.

Dr. Gerber announced that 33 applications had been received for the Valdosta Early College Academy. The next information session about the Academy will be held tonight in the Education Center. A final decision about who will be accepted will be made within the next few weeks.

Dr. Gerber announced that approximately 155 fifth-grade teachers would attend workshops June 23-27 and July 7-11; these workshops are being funded as part of the Math/Science Partnership Grant. The workshops will be held at SL Mason Elementary. The Math/Science Partnership Grant has been funded for \$450,000 for next year's activities. As part of the workshops, teachers will receive web cameras and IPODs.

Dr. Lee provided an update on the two COE initiatives which received funding. She reported that the cameras have been purchased for the first initiative; Brian

Anderson will meet with Dr. Lee about the Bluetooth technology. For the second initiative which was funded, Dr. Lee will meet with Jon Sizemore this afternoon to discuss the purchase of codec and web cameras for faculty.

Ms. Roberts announced that orientations would be held on Friday and Saturday; approximately 35-45 students are expected both days. Ms. Roberts noted that all students must now register for the Regents' Test their first semester at VSU.

Dean Gunter asked department heads to be sure that they are in their offices on June 11, which is the first day of summer school classes. If for any reason a department head cannot be here on June 11, he/she should let Dean Gunter know who has been designated to handle departmental issues that may arise.

Dean Gunter announced that he had not received any response to his inquiry about how departmental annual reports would be done this year.

Dr. Reffel announced that Dean Gunter had purchased two FLIP cameras for each department. She gave a brief demonstration of how the camera could be used. The camera allows video clips to be made which can be sent as e-mail, downloaded to a computer, or made into a DVD. When you move the video onto your computer, it is in an MPEG4 AVI format. This is not the best format to upload to LiveText. AVI formats are large in file size and are normally used to burn directly to DVDs or to import into a video editing program for editing. For purposes such as LiveText uploads, students may import videos into Windows Movie Maker or Adobe Premier (available in the library Media Center). Once the video has been imported, export the video as a .wmv. This file format is less than 5 times the size of the original AVI. Education majors have access to the library's collection of flip camcorders; the Media Center provides assistance to them in loading their videos to LiveText. One possible use of the FLIP camera may be for student observations.

Dean Gunter asked Dr. Gerber to pursue trying to obtain a commitment from Harry Wong to come to campus during fall semester for a presentation/workshop on classroom management.

Dean Gunter announced that the GACTE/GATE conference would be held in October; [registration forms](#) may be completed on-line.

Dean Gunter announced that he had made a presentation this past weekend in Chicago on "effect size" and its application for use in determining impact on learning.

Dean Gunter announced that he would be in Russia next week.

Dr. Hull congratulated Drs. Griffin and Reffel on the academic accomplishments of their children; Clayton Griffin (salutatorian) and Suzanne Reffel (valedictorian) were this year's top two graduates at Lowndes High School.

There being no further business, the meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Donnie J. McGahee