

MSRDE Department Meeting Minutes

19 November 2012, 9:00 – 11:00

Present:

Dr. Radcliffe
Dr. Cox
Dr. Martinez
Dr. Scheetz
Mr. Grubbs

Dr. Brasell
Dr. Martin
Ms. Williams
Dr. Walker
Ms. Fuller

- 1) Congratulations extended to Dr. Martin, Dr. Martinez and Dr. Pienta on their AERA presentations.
- 2) Reports presented by program coordinators
 - a. DEAF/INTP/ASL – no program meetings held since last department meeting
 - b. EDAT – Conversion mechanism completed
 - c. EDET – Teacher Leadership has cleared Graduate Executive & Academic Committees and is submitted to Professional Standards Commission
 - d. MGE – Swift work needed for curriculum changes – they need to get through Academic Committee by February
 - e. MAT – Final meeting to be held 11/26; will be looking back at FALL 12; discussing prerequisite changes. Students must complete content prior to entering MAT program. NB: Provisional certificate valid for 3 years, not 5
 - f. READ – No program update
- 3) Committee Reports
 - a. Faculty Excellence Initiative – Dr. Martinez passed around a handout; faculty morale a concern due to bureaucratic requirements; travel software cumbersome
 - b. Search committee – 2 candidates for Deaf Ed position interviewing last week of November; each has strong credentials
 - c. Publicity – MSRDE needs brochures to hand out at recruiting/parent weekend/orientations; new brochures needed due to program changes. Website is on new web platform & dept needs photos of faculty on web – email peleavy@valdosta.edu to take pictures
 - d. Wellness – Active For Life runs until 2 December; MSRDE currently in 5th place. Campus walking club starts in February
 - e. Graduate program admissions – Dr. Martin has charts for clarification on admissions requirements

- 4) Enrollment/Retention:
 - a. Enrollment is down. Retention: face to face meetings, phone calls to help retain quality students without lowering standards
 - b. Course caps increasing – how to support the increased student load?
 - c. Student relations – offer more guidance and support to students without lowering standards/lessening academic rigor
 - i. How to maintain balance between attracting high enough numbers of students while gaining quality students
 - ii. Too many negative/unsatisfactory issues this semester with students – not finishing coursework, concern forms, problems with field experience;
 - d. Marketing –
 - i. Publish two-year rotation of courses so students know what a course load will look like
 - ii. Make tables available to students so they can know the cost of the program (Table attached)
- 5) Advising –
 - a. Too many errors –
 - i. Check with Mimi in the advising center if anything is questionable
 - ii. Mimi will be doing refresher training for the faculty
 - iii. Refer to a Check Sheet when advising transfer students
 - b. Changes to requirements for undergraduates
 - c. Use Degree Works – has been upgraded and now functions as intended
- 6) Travel
 - a. Attachment – travel expense worksheet to be used to record expenses; to be attached with receipts and other documentation when requesting reimbursement
 - b. Two volunteers needed – GA will act as a proxy, be tasked to input travel expenses for all volunteers in COE
- 7) New form to document meetings in COE: “Dewar COE Meeting Documentation Form”
- 8) Announcements –
 - a. Desire2Learn (D2L) will be deploying in Spring – training sessions will be available
 - b. EVIRX will not be required in Spring; program found to be unusable due to information security concerns, poor software quality, upload problems (students uploading via YouTube because EVIRX doesn’t work). Ms. Williams proposed trying GoReact; she will coordinate with Dr. Scheffler about this program and report back to dept.