

Kinesiology & Physical Education

Department Meeting Minutes

Meeting Date - August 7,2013

Drs. Griffin, Asola, Chen, Grant, Langford, Stelzer, and Sanderson were in attendance.

The meeting was called to order by Dr. Griffin at 9:00 a.m.

Dr. Griffin welcomed new faculty members Han Chen and Eugene Asola.

Dr. Griffin reported on the following informational items:

There will be a personnel migration- (AT & EP Faculty & Programs – Effective July 1, these faculty and programs have been migrated to the new College of Nursing and Health Sciences. They will occupy our building until late spring/early summer 2014.) (Note: According to LaGary, this date could be earlier.)

The construction is ongoing through early December. (Bathrooms, Arena Lobby, Locker Rooms on back hallway.) Please inform your students.

Some faculty have migrated to a one password option for Blazeview, email, data warehouse, etc. This is not a requirement.

There is a new address to the Textbook Adoption Process. It is through Data Warehouse and is

<http://www.valdosta.edu/academics/academic-affairs/vp-office/documents/book-entry-instructions.pdf>

Use of Data Warehouse within Teaching instruction are as follows.- Click on Faculty/Staff on Home Page. Click Faculty Portal/Data Warehouse. Log into the

Data Warehouse with your active directory user name and password. Click courses. You can view pictures of students and determine if they are at risk academically.

There are new D2 Learn (conversion) and Training opportunities- (See the workshop calendar linked below.)

<http://www.valdosta.edu/academics/elearning/main/faculty-and-staff/faculty-resources/workshop-calendar.php>

The SACS portal now goes through Digital Measures. (All SACS info. (faculty credentials and syllabi uploads) are now submitted through the Digital Measures portal (see link below)

<https://apex.valdosta.edu/apex/f?p=406:1:3990978555320480>

(Login with Blazeview (computer login info); click “red” applications portals tab; scroll to fourth “box” and click the Login to Digital Measures link; for faculty credentials piece, click the education link; click add a new item; populate the required areas for each degree; save and return to add degrees. For syllabi upload, click the scheduled teaching link. For each course, click on the course; select the store file link; select browse to locate the PDF or MS Word doc; once the syllabus has been uploaded using the correct COE syllabus template, hit save and add another to add additional syllabi. [\(Karen can assist you with these tasks.\)](#)

Faculty Credentials are now in Digital Measures.

Syllabi upload is also in Digital Measures.

The COE policy information is listed below.

<http://www.valdosta.edu/colleges/education/deans-office/policy-and-procedures-manual.php>

The COE Concern Form is listed below. It is important to have a face to face with students before the concern form is used. It is used for disposition issues only.

<http://www.valdosta.edu/colleges/education/advising/documents/concern-form.pdf>

The Wi-Fi provider is changing on campus. See guidelines for updating devices (e.g., laptop, phone, iPad, etc.) at <http://smartpass.valdosta.edu>)

Office hours are to be posted on your door and a copy needs to be provided to Karen. Distribute your hours across the week. There is a minimum of ten hours per week.

The syllabus format can be found on the web site below. Note the name change to Dewar College of Health and Human Services.

[COEHS Syllabus Template](#)

All syllabi are required to adhere to this format. The new COE standards on ALL syllabi have to be adjusted by Spring 2014. This will reflect the new INTASC standards.

Academic Affairs has new updates. Refer to the handout.

Course Instructional Reminders / Items- Faculty punctuality, faculty attendance scheduled class cancelations, faculty cell phone usage during face to face courses (none), make-up work, deviation from course syllabus, faculty availability to students, course evaluation objectivity and consistency, appropriately rigorous, yet fair course content and assignments, etc. (Share this info. with GA's). Dr. Griffin highlighted the aforementioned items but stressed the importance of having high standards in our classes while being fair and consistent with regard to syllabus construction and grading practices.

Dr. Sanderson as the Undergraduate Program Coordinator, reports that she has 17 Juniors and 16 Seniors in the Undergraduate Health and Physical Education program. She mentioned upcoming activities including potential social activities between the majors and faculty (i.e., volleyball game), upcoming Special Olympics opportunities for students and faculty members, work with the majors' club, and uniforms for student majors. Matt Grant reports that we currently have 5 candidates enrolled in M.Ed. in Health and Phys. Ed. program, while The Ed.S. program in Coaching Pedagogy in Physical Education has an enrollment of 16 candidates. Both programs have been updated and are fully online. Dr. Grant mentioned the removal of the three years of experience item relative to admission into the M.Ed. program as potentially enhancing enrollment for that program. Dr. Griffin mentioned some potential recruiting opportunities and options for these programs in particular going forward to assist with low enrollment.

Dr. Griffin mentioned additional information items including:

The Institutional Effectiveness Reports by program are due early September 2013 for B.SEd., M.Ed., and Ed. S programs.

NCATE (CAEP) /PSC Accreditation Update- CAEP (Council for the Accreditation of Educator Preparation) is replacing NCATE. Our unit (Dewar College of Education and Human Services) (including all three of our programs will move through the accreditation process as one of only two institutions (the other being Mercer in Macon, GA) piloting the CAEP accreditation process in the state of Georgia. Writing teams working toward the completion of the institutional report have been working diligently up to this point. Detailed time-lines will be forthcoming, but the CAEP/PSC site visit should be spring 2015. Institutional Reports due – late spring early summer 2014. CAEP Conference - Thu Sep 19, 2013 to Sat Sep 21, 2013 Alexandria, VA

EdTPA- COE- Adopted Teacher Performance Assessment (training 2013-2014; COE pilot programs in 2014-2015; full COE implementation in 2015-2016) (edTPA website) <http://edtpa.aacte.org/>

New GACE Content Tests (effective October, 2013). The last GACE Content Tests will be offered August, 2013. Dr. Sanderson discussed how our undergraduate program had been a part of an early pilot for EdTPA and how this new requirement would impact the program. Graduate changes will begin this fall (beginning with the LP format) to prepare for the infusion of Ed TPA.

PRS- (Professional Reporting System) affiliated with the GA Professional Standards Commission is due in early September. (Dr. Griffin will be working with Dr. Sanderson to collect data for this report involving our initial (BSEd) program and will potentially need information from some of the other coordinators as well.

Faculty Scholarship Opportunities- <http://ww2.valdosta.edu/facdev/>

**Research Graduate Assistants- Scheduled use by faculty for fall semester.
(Haley Smith & Luke Vargo)**

First Year Resource Application (Funding)- [First Year Resources Application form for Tenure Track Faculty](#) (Available for First – Year Tenure Track Faculty Only – ((Eugene and Han))-

COE Student Teacher University Supervision Information- <http://www.valdosta.edu/colleges/education/deans-office/mentor-and-supervisor-site.php> Two training opportunities for university supervisors: August 9 or early January (ahead of the spring 2014 schedule).

Kinesiology & Physical Education Department website has been updated.

KPE Program Curriculum, Catalog, & Graduate School Web site (curriculum changes)-(Change years of service item (s) on M.Ed. and possibly Ed. S. program admission requirements). (Eliminate the 3 years requirement.)

Core Curriculum changes impacting our programs- (effective fall 2014)-

**previous course number: PSYC 2500 (changed course number PSYC 1101);
previous course number PSYC 2700 (changed course number PSYC 2103);
previous course numbers ENGL 2110 or ENGL 2110H, ENGL 2120 or ENGL
2120H, ENGL 2130 or ENGL 2130H (changed to the following (changed course
numbers ENGL 2111 or ENGL 2111H, ENGL 2112 or ENGL 2112H, ENGL 2113
or ENGL 2113H)-**

**The office will get new office phones (approx.. October)- Training will be
available.**

**Lacey and Chelsea are our two primary student assistant workers and can really
help with varied tasks. Funnel your requests to utilize their assistance through
Karen.**

Meeting Adjourned at 10:40 am.