

Minutes
College of Education Faculty/Staff Meeting
Friday, March 16, 2012
9:30 am-10:50 am

Goudes Lecture Hall
COED 010

Attendees: Lyndon Abrams, Lynn Ahlgrim-Delzell, Kelly Anderson, Mary Jo Anderson, Leigh Ausband, Joshua Avery, Valerie Balog, Lonnie Bateman, Ian Binns, Joyce Brigman, Jamie Brown, Bettie Ray Butler, Mary Lynne Calhoun, Peggy Ceballos, Marvin Chapman, Ed Conway, Vivian Correa, Rosslyn Crandell, John Culbreth, Diana Dagenhart, Mark D'Amico, Liv Dávila, Warren DiBiase, Myra Dietz, Sandra Dika, Meredith DiPietro, Mitch Eisner, Tarra Ellis, Paul Fitchett, Claudia Flowers, Lindsay Flynn, Joyce Frazier, Sherell Fuller, Susan Furr, Crystal Glover, Kathie Goldman, Amy Good, Michael Green, Dawson Hancock, Hank Harris, Jennifer Hathaway, Misty Hathcock, Tina Heafner, Janice Hinson, Cynthia Hopper, Charles Hughes, Harold Jaus, Vicki Jaus, Jeanneine Jones, Sarah Jordan, Do-Hong Kim, Scott Kissau, Brian Kissel, Lan Quach Kolano, Richard Lambert, Susan Lamorey, Sandraluz Lara-Cinisomo, Chance Lewis, Ya-yu Lo, Chrislyn Luce, James Lyons, Alan Mabe, Amanda Macon, Melinda McCabe, Adriana Medina, Lisa Merriweather, Maryann Mraz, Deana Murphy, Kok-Mun Ng, Teresa Petty, Jack Piel, Paola Pilonieta, Monique Pollock, Andrew Polly, Kate Popejoy, Phyllis Post, Michael Putman, Bob Rickelman, Dan Saurino, Lee Sherry, Rebecca Shore, Pamela Shue, Fred Spooner, Melba Spooner, Tehia Starker, Bruce Taylor, Laura Veach, Jean Vintinner, Shawnee Wakeman, Chuang Wang, Ed Wierzalis, Greg Wiggan, Patricia Wilkins, Charles Wood, Wendy Wood.

1. Call to Order/Announcements – Dean Calhoun called the meeting to order.
 - a. Approval of Minutes, February 24, 2012 - Dr. Drew Polly made the motion that the minutes be approved. Dr. Bob Rickelman seconded the motion. Minutes were approved by common consent.
 - b. Reminder: sign roster at back of lecture hall – Dean Calhoun reminded everyone to sign the roster, if they have not already done so, before exiting the meeting.

2. Announcements/ updates
 - ❖ Dr. Tarra Ellis!
Congratulations to Dr. Ellis who had successfully defended her dissertation before spring break. She will graduate this spring with the Ph.D. in Curriculum & Instruction.
 - ❖ Information Technology update – Dane Hughes
 - Dane cautioned faculty and staff when using 3rd party software. There are no University agreements with these sites. Data may get lost or exposed and service may go away without any warning. Make good and informed decisions when using these tools. Dane asked to be alerted if any issues occur.
 - Dane informed everyone of the new pilot endorsed by ITAC, approved by the Dean, on the use and support of MAC laptops for supplemental use. For this pilot year, only external grant funds may be used for MAC purchased. University standards must be followed. ITAC will review this policy annually.
 - ❖ Update on online course evaluations – Melba Spooner
Melba alerted the faculty that online course evaluations will begin this spring 2012. All courses will be administered by Campus Labs. Faculty will have access to their reports. Chairs to their department reports. The Dean will have access to all reports. More information including a how-to guide will be provided soon. A demonstration of the process will be held on April 13, 10:30 a.m. - 11:30 a.m. in COED 110. The system will be live from April 16 through May 2 for students to complete their evaluations. They will

receive emails and reminders to complete. You are encouraged to remind your students as well. Please ensure your students that you can't view it, you can only see the percentage that has responded.

- ❖ NCATE Faculty Information Survey – Melba Spooner
As we move towards the NCATE review, a critical component needs to be accomplished. Melba will email a link to the NCATE Faculty Information form which you will need to complete. Pay special attention to listing 3 major accomplishments as space is limited. This information will be loaded into a spreadsheet to be used for the review. Melba asked that you complete as soon as you receive the email.
- ❖ Reminder: Faculty Annual Report due April 15; pay extra attention to Services to Schools section
Dean Calhoun reminded faculty to complete their Faculty Annual Report due to their Chair by April 16. The information in this report is used for multiple purposes so it is important to complete accurately. Please take special care in listing your publications in APA style as this will be used for the August handout of college publications. The information in the Sustained Service to Schools chart will be part of the IHE Report that is sent to the State Board of Education. It is very important to capture that data.
- ❖ 33rd Annual Child & Family Development Conference – Deana Murphy
Deana Murphy announced that faculty and staff that wish to attend the conference can do so for free. Others will need to pay a \$75 registration fee. The conference will be held on March 22, 8 a.m. - 4:45 p.m. in McKnight Auditorium. All are invited to attend any of the sessions. Please also spread the word.

3. Faculty governance (Action Item) – Laura Veach

- ❖ (Second reading) Proposed change to the COED Faculty Council By-Laws: *The Dean and the College Representative to the Faculty Executive Committee shall be ex officio non-voting members of the Faculty Council.*
Laura Veach presented a motion to change the By-Laws of the COED Faculty Council. The motion was approved unanimously to change the By-Laws to include the college representative to the Faculty Executive Committee as an ex officio member to the College Faculty Council.

4. Faculty governance: Nominations for College of Education Representatives to University Committees (ballots will be distributed electronically on Monday) - Laura Veach/ Mary Lynne Calhoun

The Dean and Laura Veach took nominations for the following committees:

- ❖ Undergraduate Course and Curriculum Committee
Drew Polly, Lindsay Flynn, Dan Saurino
- ❖ Faculty Executive Committee
Charlie Wood, Bruce VanSledright, Chance Lewis
- ❖ Faculty Competitive Grants Committee
Sandra Dika, Ian Binns, Adriana Medina
- ❖ Faculty Advisory Library Committee
Kate Popejoy, Chris O'Brien, Bettie Ray Butler, Jennifer Hathaway
- ❖ Faculty Advisory Summer Sessions Committee
Paul Fitchett, Brenda McMahon, Tehia Starker
- ❖ Faculty Scholarship of Teaching and Learning Grants Committee
Peggy Ceballos, Meredith DiPietro
- ❖ University College Faculty Council
Tarra Ellis, Sherell Fuller, Pam Shue
- ❖ Faculty Welfare Committee (new committee) Part-Time Faculty Committee

Diana Dagenhart, Monica Burke, Nellie Aspel, Shannon Alpert, Danny Smith, Ann Marie de kort-Young

- ❖ Faculty Legacy Scholarship Committee (new committee contingent on vote Mar. 22)
Laura Veach, Marvin Chapman

Electronic ballots will be distributed next week. Department elections will take place in each department. Dean Calhoun thanked everyone for their service to the college.

5. Faculty Governance: Proposal to Revise the College of Education Criteria and Procedures for Reappointment, Promotion, and Tenure (second reading) – Jeanneine Jones, Bruce Taylor
The Dean provided a short update on what has taken place since the last faculty meeting. Departments continued their discussions and a few separate meetings took place. The Clinical Faculty has been consulted and as indicated by their consultative vote, they fully support the proposal. The changes that were previously discussed have been made to the document. An issue brought up today on the staggered terms of the DRC and CRC members will be amended in the document as well (there will be no change from the current practice of DRC/CRC terms of service). The Dean asked if we were ready to move the ballot forward. Dr. Bob Rickelman made the motion and Dr. Claudia Flowers seconded the motion to move forward with an electronic ballot. The ballot will be prepared and sent out next week. She thanked Bruce and Jeanneine for their work on this very important document.
6. Meeting adjourned at 10:45 a.m.

Next College Meeting: Friday, April 20, 2012