

## **Meeting Minutes 9/14/12**

### **1. Call to Order-** (Warren)

### **2. Clinical Experiences-** (Joyce Frazier, Sue Rebich)

- Don't have students buy handbook until January
- Clinicals will be posted Thursday, September 21<sup>st</sup>, 2012

### **3. OFE Issues-** (Laura )

1. Numbers are down for year long applications this year. The due date was changed to an earlier date this year, have students not realized?
2. Need to discuss summer clinical procedures for the future
3. Clinical Assignment Nature- students need to be prepared. Their clinicals need to include interaction. The online program could be an issue, needs to be looked into.
4. Praxis II and Licensure- while it is not currently required for students to take to get licensure, we need to highly encourage students to take it. It will only help them in the long run.
5. Task Stream- try to stay on top of your students assignments on here. It is helpful to compare the class roster to the turned in assignments. The students will need this later for evidence.

6. OFE Lesson Format- this starts out the same for all students, in all levels

7. Methods courses in the summer- need to be assessed at the program level.

### **4. Revisions to peer observation Procedures** (Tina)

- Committee will meet next Wednesday
- This is required for tenure/Full professor?

### **5. Alignment Activities- NCATE Standard 2** (Warren)

- Task: Matrix of the Conceptual Framework. Need a master document that contains a list of all courses. Each faculty member needs to mark an X next to the item that fits into your syllabus. Suggested that only the faculty with the course outline should complete this (Petty).

### **6. Announcements/ Updates**

1. NCATE needs to be sent to Kim. If you are a course mentor to an adjunct, touch base with your mentee and make sure they have completed this.
2. Make sure you have sent an electronic copy of your syllabi to Terri. She will load these to a flash drive, not the S drive.
3. QEP (Susan, Heather). It's going well, they expect to see many results.
4. University Policy 102.2 Conflicts of Interest and Community (Warren)- make sure these have been turned into Terri.

5. Special Requests (Warren)- need to be more critical when doing these. Do not feel obligated to recommend all forms. The academic petitions are now done online only.

6. Faculty Searches (Warren)- TESL and MAED are meeting this week. The position description needs to be completed. \$5,000 limit for both. It is recommended that only 3 candidates are brought to campus for expense purposes.

7. Office Manager (Warren)- a committee was formed, 4 candidates have been chosen. Interviews will be held on Tuesday, September, 17<sup>th</sup>. Hope to have one chosen by Wednesday. May take a few weeks before official start date.

7. Spring Schedule (Warren)- the registrar's office will be uploading this for us. Because of the changing faculty, be sure to scrutinize it as much as you can to ensure that it is right on your part. Rooms 165, and 108 have already been assigned.

8. Committee Reports (Warren)- none have met yet.

9. Other Buisness-

1. Warren tore his ACL, trying to hold off on surgery until things settle down in the office.

2. Suggested we train two people in the department on how to do the schedule. (Wiggan)

3. Theresa Perez is doing well. Shoot her an email, she'd love to hear from you!

## **Notes from Terri     Meeting Minutes**

1. Approval of Minutes – Hold until they can be presented.
2. Clinical forms were due Aug. 31. Yearlong forms were due today. 2<sup>nd</sup> edition of student teaching handbook will be ready in Jan. Tell students not to buy them until the new ones are available.
3. Issues include licensure students need to take Praxis in first 3 years of teaching. Students need Task Stream. OFE lesson plan is also needed to start program.
4. Peer Observations- 1) Broaden faculty participation 2) Work load issues 3) Streamline process 4) Fix language 5) Give an incentive
5. Alignment for NCATE- fill out a matrix chart for each course taught – Send to Kim
6. I will send email again to PT faculty for 4 page vita
7. Academic petitions for Undergrads – must be done online now. Special Requests are for Grads. – still paper Make a note on requests – In House
8. Hannah Harrell will help with spring schedule. New office manager and myself will go to workshop for schedule building.