

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: _____ CLT Spring 2015 Faculty Meeting _____

Chairperson/Responsible Contact: _____ Dr. J. Leon Pate _____

Purpose of Meeting: _____ Annual Spring Meeting _____

Date: 1/7/2015 _____ Time: ___10:00 a.m. _____ Location: __CAC Room 203 _____

Departments/Groups/Agencies Represented: _____ CLT Faculty & Staff (Drs. Hsiao & Brockmeier absent) _____

Primary Outcomes: ___Dr. Pate welcomed everyone back from the holiday/winter break.

As a result of CAEP visit – updates are needed to our Departmental webpage to include making Program of Study easily accessible and also minutes from departmental/programmatic meetings available.

New admission requirements for COE graduate programs – 3.0 GPA, passing score on writing sample and recommended MAT/GRE test score. There are still multiple criteria to give some flexibility.

Faculty Activity Reports (FAR) are due 1/29/15. Digital Measures will print for you.

Summer class schedule was submitted to Registrar yesterday. Anyone not wanting to work summer semester please let Dr. Pate know.

New syllabus format discussed. Be sure top part is correct and program standards are those that students will be measured by.

Copier was abused by weekend classes in the Fall. Students are not to be given copier code.

Be thinking about needed/wanted items as budget year draws to a close and submit prioritized list of Instructional and or Technology items to Shirley.

Doctoral Orientation/Seminar for 1st and 2nd year students set for June 19-20, 2015. Everyone plan to participate. Dr. Fiester may add a writing workshop to the seminar on Friday afternoon.

EDUC 9000 may be replaced by a writing course depending on what happens with Leadership program.

Dr. Truby has been our departmental representative at a college teaching workshop and gave a brief presentation/summary.

In other issues:

Final Grade Appeal Process information and form given out and the process reviewed. Dr. Pate felt this was needed due to an increase in the number of appeals lately. The order of appeals is Instructor – Department Head – Dean.

Dr. Hull asked if there was a specific number needed in a graduate program to sustain the program. Dr. Pate advised there was not a specific number but suggested 12 – 15 minimum.

Dr. Downey asked a question concerning adjuncts and also advised that the computer lab was set-up and ready for use.

Office 365 is available at no charge.

Ed Leadership orientation is this Saturday, 1/10/15 from 10:00 – 12:00 a.m.

Actionable Items/Planned Follow-up:

As Webmaster for CLT department, Dr. Tsemunhu will update the webpage to comply with CAEP standards.

As admission requirements, any program that does not have a writing sample in place will set up a rubric for it and will also need to determine recommended admission test scores.

Faculty need to print a hard copy of FAR and submit to Dr. Pate as soon as possible.

Faculty are to submit a prioritized list of needed/wanted Instructional and Technological items to Shirley for E-O-Y purchase consideration.

Dr. Fiester and doctoral committee will continue to meet and discuss the upcoming orientation/seminar.

/sd