

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: _____ Curriculum, Leadership, & Technology 2014 Spring Dept. Meeting _____

Chairperson/Responsible Contact: _____ Leon Pate _____

Purpose of Meeting: _____ Spring Departmental Meeting _____

Date: __1/9/2014____ Time: _9:00 a.m.____ Location: __Speech Building, Room 203_____

Departments/Groups/Agencies Represented: _CLT Faculty & Staff (per attached sign-in sheet)_____

Primary Outcomes: _____ See Attached Minutes _____

Actionable Items/Planned Follow-up: _____ See Attached Minutes _____

Meeting Minutes – 2014 Spring Semester CLT Faculty Meeting

January 9, 2014 @ 9:00 a.m.

Welcome	Dr. Pate welcomed CLT faculty and staff back from the holidays, and also welcomed Dr. Karla Hull to CLT.
Facility Update	Some remodeling will be done to our building, this summer. There will be structural and cosmetic changes to include moving some doors and replacing the carpet. A records room will be constructed and at that time, all records will be moved to this central/secure location. The other department will still hold classes in the building. Therefore, classrooms will remain, as will the computer lab.
Faculty Workload Policy	Handout given and reviewed.
Program Coordinator Job Description	Handout given and Dr. Pate stated the coordinator will be responsible for program reporting, including Live Text, etc. and that he and Dr. L. Schmetzing will no longer do the reports for you.
Advisory Councils (Creation of Web Page)	Have them for Higher Ed, Instructional Technology, and Ed Leadership. Creation of web page will be part of Program Coordinator job. Many of the web pages that Dr. Pate looked at for other schools were unorganized. He would like to get a webmaster for our department because our page needs improvement also.
New Dispositions Statements	Handout given with InTASC Standards and Proposed Dispositions. Dr. Pate welcomes any suggestions on disposition statements. Syllabi will change in the Fall, not this Spring.
New Admissions Requirements for Educator Prep Programs, effective Fall 2014	CAEP Standards will require new admissions standards for GPA/GGPA, passing a writing sample, and MAT or GRE test score. There will be a recommended score; however, we will still have the option to admit provisionally or by exception. Graduate Catalog will need to be updated once CAEP standards are changed.
Faculty Activity Reports	Due 1/10/2014. Digital Measures has been enhanced and missing information that was entered previously should show up now.
Summer Classes	Most of us will work during the summer, as the budget allows. There is at least one class assigned for those that requested one and two sections of 7601 already.
New Syllabus Format for Teacher Ed Programs	Copy attached.

Copy Machine Costs and Color Copies	We are spending too much for copier usage and need to reduce the number of copies made on the Ricoh machine. Large jobs should be sent to the copy center over at COE. There is no charge to our budget when we use the copy center. Also, use color copies sparingly. The less money we spend for copies, the more we will have in the budget for other things.
GaPSC Rules Update	Handout distributed and a brief overview given highlighting certain sections.
Timeliness In Responding to Students	After reviewing SOI's - student requests for information, feedback, etc. are to be responded to in a timely manner – 10 days maximum. We are doing better getting students through dissertation, but need to be sure some type of feedback is given on all work submitted by the student. Dr. Gibson commented on this and mentioned issues with D2L were part of the problem and that faculty are still learning D2L also.
Areas of Concentration	A handout was given showing the concentrations listed in each area. Hopefully, these concentrations will be included on transcripts starting in Fall 2014.
Office Hours	Faculty requirement is ten (10) office hours per week. Dr. Pate needs more face-to-face time with professors during the day. For those that keep late office hours, you need to come in earlier at least once per week.
Budget Cuts	The budget will be cut 6.2% (to cover next 3 years at once), which amounts to 15 teachers losing jobs. Our department currently has record enrollment and we need to keep this up to justify our positions. Increased marketing efforts will produce a larger pool of students from which to choose, resulting in more and better students in our program.
Needs & Wants	There is some money left in the budget. Please submit your list of needs and/or wants (prioritized) for Instructional purposes and Technology for 2014-15 as soon as possible. Your list should include three sections – Must Have, Want, Wishes.
New LEAD Faculty Interviews	Scheduled for January 14 th - 16 th . The tentative schedule was given and all were invited.
Doctoral Orientation	An orientation for 1 st and 2 nd year students will be held June 20-21, 2014. Dr. Tsemunhu is working on this. It will be mandatory for 1 st year students and optional for 2 nd year students. Faculty is invited.

Other Issues	Please turn in a hard copy of your Activity Report.
	Dr. E-Ling is in charge of book orders that our department wants placed in the Library. We have Library Funds for this.
	Seed Grant requests for February and March will need to be re-encumbered.
	First year funds need to be spent by March.
	May and June Supervision travel will need to be re-encumbered.
	If you have money in a Flexible Spending Account (FSA), that money must be claimed by March. Also, it is now being administered by U.S. Bank.
	Be prepared for increases in your insurance next year.
	Dr. Siegrist advised there are currently 45 Leadership Doctoral TAP students.
	Dr. Pate advised EDS orientation this Saturday @ 10:00 a.m. Everyone welcome.
	Dr. York advised of the Higher Ed Interview Weekend for Assistantships being held February 13 th & 14 th with a reception the first day and interviews the next.
	Dr. Fiester advised marketing material will be available by next week.
	Dr. Pate advised that periodic program meetings are required for CAEP compliance. Shirley will need a copy of the minutes for these meetings. Currently LEAD meetings are scheduled on Tuesdays at 10:00, IT meetings on Tuesdays at 1:00, and a RSCH meeting is scheduled 1/13/14 at 10:30a.m.
	Dr. York asked about the department paying association memberships for faculty, but was advised the department could not legally pay individual memberships.

