I. Old Business

Review and Acceptance of Minutes of December 3, 2003
The minutes from the December 3, 2003, meeting were approved and can be viewed on the COE Documents page at: http://www.ed.sc.edu/Documents.asp.

NCATE Update – Dr. Irma Van Scoy and Ms. Renee Connolly
Dr. Van Scoy reported that we have received the BOE draft report of the October 2003 accreditation visit. Ms. Connolly has reviewed it for errors of fact and Dr. Van Scoy informed members that they would be receiving the report by the end of this week for their review. She said that the edits appeared to be minor and that the report looked as good as the exit interview in October indicated that it would. After the BOE team finalizes the report, it will be reviewed by the UAB and we will receive the final word from NCATE and have an opportunity to rejoin, if desired.

Graduate Faculty Criteria – Dr. Irma Van Scoy
Dr. Van Scoy updated the members on where this issue stands and what information she still needs from the Departments. She received clarification from Dr. Ebert from the Graduate School on the process of Dean’s Office review of faculty qualifications before they go to the Graduate School. Dr. Van Scoy asked that the Dean’s Office receive recommendations from each Department prior to their sending them to the Grad. School.

On-line Syllabi – Dr. Irma Van Scoy and Ms. Renee Connolly
Dr. Van Scoy updated the members on where we stand with this issue since the December 2003 meeting. She proposed that since there is a viable pool of syllabi that was assembled for accreditation purposes, that a link be created from the COE homepage so that students would have access to them. She asked for feedback from the members about their feelings on this proposed project. Dr. French asked that consideration be given to including the physical education activity courses and athletic training courses, as these may not have been part of the accreditation syllabi. She said she would work with Ms. Connolly to get these courses up. Members had discussion on the issue of syllabi as intellectual property and that faculty should be given the choice of whether or not they should be listed. It was decided that a process would be established that would permit faculty to either post their specific syllabus or develop a generic one that would cover course information. Dr. Van Scoy and Ms. Connolly agreed to take charge of efforts to get this completed with the syllabi linked to the COE homepage.

Family Fund – Dr. Les Sternberg
Dean Sternberg reported that the COE’s faculty and staff involvement in the Family Fund is the second highest at the University. This represents a significant improvement over the prior year. He emphasized the importance of the Family Fund as it relates to external donors in that when external donors look to make donations to the COE, they take note of how involved faculty and staff are in the COE.
II. New Business

Faculty Productivity Data – Dr. Mike Seaman
Dr. Seaman distributed several handouts prior to his presentation that included: a Campus Summary Report that detailed tuition dollars generated by College/School, a summary report that detailed education and general (E&G) expenditures for each program area in the COE, and a tuition credit report generated for each COE Department. He clarified that the figures are based on net tuition revenues after the semester has been finalized. He asked that members correct any errors in course numbers or other information that may affect the figures. Members reviewed the documents and noted some issues that would help the reader comprehend the figures more easily. Dr. Seaman noted these and promised to alert the appropriate offices within the University of these suggested changes.

He asked that the members note especially that Extended Graduate Campus (EGC) courses will be noted for each Department when courses are administered through EGC. Special attention should be given to errors in these figures and Department Chairs should monitor these carefully. Dr. Seaman clarified why these figures may be different than what Department Chairs expect to see due to timeframes of payment and other administrative reasons. Dean Sternberg emphasized the importance of reviewing these figures for accuracy for COE internal budgeting reasons.

Members asked for clarification on the role of the Evening School in figures, where “special” courses (like EDUC 899) should be credited, and the development of program-specific dissertation-credit courses. Dr. Seaman clarified these issues and how they affect Departmental budgets. Dean Sternberg emphasized the importance of developing a user-friendly system that can be used easily for our internal data and financial needs. Department chairs will be working with Dr. Van Scoy to establish new department/program course designations for these courses so that they can be tracked back to individual faculty members.

Dr. Seaman also distributed a handout outlining COE full-time faculty course load and credit hour information for the 2002-03 academic year. He emphasized the importance of this information and informed the group that his office is developing a central database for additional kinds of information. He asked the members what additional variables would be helpful to include in this central system so they can make more informed decisions. Department chairs made suggestions for what would be helpful to include in this database.

Maymester/Summer School Poster for 2004 – Dr. Irma Van Scoy
Dr. Van Scoy reminded the group that Bryan Burgin will be able to help create a Maymester/Summer School poster, if the COE wants to do this again. She reported that the 2003 poster did not have as big an impact on student enrollment as originally thought. Members had a discussion on whether or not another poster for 2004 would be warranted and what other ways the COE might find out how students know what courses to enroll in. After discussing the pro’s and con’s of this endeavor including advertising, costs, and potential enrollment, the members decided not to invest in a 2004 poster, but instead will pursue the use of a consumer-friendly webpage that will assist students in finding out about possible courses.

2004 Strategic Plan – Dr. Mike Seaman and Ms. Renee Connolly
Dr. Seaman distributed the outline for the 2004 Strategic Plan, which is due to the Provost’s Office by March 15, 2004. He explained that the format is primarily the same as in the past but there are some differences throughout the plan. He highlighted responsibilities of each person for each section of the plan, including an example of what the goals section should look like. He asked the members to consider whether or not the six COE strategic initiatives should remain as the same. Dean Sternberg commented
on how, in his opinion, these six represent what the COE is about and the kinds of issues that the COE is working toward. He admitted, however, that members of the COE faculty and staff should review them periodically to make sure that they do represent what is important and are updated, as needed. Dr. Seaman recommended that the COE keep the six initiatives as they are listed. He instructed Department Chairs and Directors to carefully prepare their goals and action section of this plan so that it accurately reflects what goals and actions are really happening. The matrix will be sent to all Department Chairs and Directors by Ms. Connolly and will be due back to Ms. Connolly by Monday, February 16.

Dr. Seaman discussed another aspect of the Strategic Plan that involves the assessment plans. He reminded the members that assessment plans have been developed for each program as a result of accreditation/state review efforts. Most of the information that will be reported for this section has been created through these efforts, but the members emphasized the importance of maintaining periodic updates to their data as produced by their assessment plans. These efforts are connected to strategic planning efforts through continuous monitoring of plans and data collection.

**Employer Survey – Dr. Irma Van Scoy and Ms. Renee Connolly**

Dr. Van Scoy distributed a proposed outline for the development of an employer survey for primarily advanced PEU programs. The COE administered an employer survey in Spring 2003 that asked for perceptions of employers of school-based teachers, counselors, library/media specialists and speech therapists. The proposal outlined a way to administer a pilot survey in order to reach a different type of graduate. Members agreed to help identify graduates and their employers.

**Budget and Projected University Enrollments – Dr. Les Sternberg**

Dean Sternberg informed the group that there are two avenues of discussion within the Board of Trustees, one stressing the need for a new cohort of freshmen students (AY 2005-2006) to display an average SAT of 1175. This would likely create a class of around 3,100-3200 students. The other line of thinking would be to look an acceptable range of SAT scores instead of a fixed, average score, which would probably result in a larger class (3400-3500). Budget constraints may demand a particular scenario to play out as discussions among Board members and central administration continue. Dean Sternberg reminded the members that the actual undergraduate enrollment in the College of Education has exceeded the predicted enrollment.

**Carolina Action Network – Dr. Les Sternberg**

Dean Sternberg explained that the Carolina Action Network is a grass-roots effort to develop an advocacy group to help move discussions forward with the General Assembly. If anyone is interested in becoming involved with this group, involvement should originate from personal time and home computers.

**Interviewers for Scholars Interviews – Dr. Les Sternberg**

Dean Sternberg announced that faculty are needed to assist with Carolina and McNair Scholars interviews. Currently, the COE only has one faculty member signed up to assist with this process. Faculty will only be required to interview on February 17 or 23 with potential scholars.

**Governor Sanford’s Budget Proposal and Outlook – Dr. Les Sternberg**

Dean Sternberg informed the group of some of the specifics of the Governor’s proposed budget that will be looking to remedy a $350 million deficit. He has proposed a tuition cap for institutions to 2.5% and has also proposed to eliminate the School Improvement Council and the Writing Improvement Network. Additionally, the Governor proposes to increase lottery-funded scholarships, and has proposed to cut 15% from university operating expenses. There is also a proposed 3-year phase-out of USC Salkehatchie and USC Union. More details will follow in the upcoming weeks.

**College “Branding” – Dr. Les Sternberg**
Dean Sternberg asked members to think about a phrase or idea that could act as a brand to connect the COE with its publics and, at the same time, align itself with its vision, core values, and mission. This should be an easily-identifiable idea to the community while embracing what the COE stands and strives for.

**Lottery Funds for Teachers – Dr. Les Sternberg**
Dean Sternberg announced that the lottery office will award a $1,000 scholarship to teachers who take professional development courses to upgrade their content knowledge and skills. This money was given to the SC Commission on Higher Education for distribution to eligible teachers. Dr. Van Scoy suggested that several of our courses could be eligible as content-related courses that might lure students to enroll. Further investigation needs to be made with the CHE on how this process can work and how these courses might be advertised.

**Preparation and Professional Development for Coaching Teachers – Dr. Les Sternberg**
Dean Sternberg expressed an interest in developing a strategy to require coaching teachers to undergo some preparation and/or professional development as long as they are involved with our students. He suggested that internal funding could be used, but that external funding for these efforts would be a better option. The endorsement and involvement of superintendents with this project would be a way to emphasize the partnerships that are necessary and would also be way to obtain supplemental funds. He also suggested that it might be possible to ask senior-level students to pay an additional internship fee that would help support a program like this.

**Faculty Searches – Dr. Mike Seaman**
Dr. Seaman updated the members on current faculty searches. EDPY has identified a finalist list of three counselor education candidates and special education will have their list identified soon; EDLP is reviewing 16 candidates and will be narrowing them down soon; PE has become involved in a new search to replace a clinical faculty member in athletic training; and ITE has identified three candidates for literacy, three candidates for elementary, and one candidate for early childhood. Dr. Seaman emphasized the importance of identifying applicants to bring in for campus interviews soon and checking schedules before candidates are scheduled to be brought in.

### III. Reminders

The USC Showcase will be held on Saturday, April 3, 2004. Volunteers from different academic programs are needed to be a part of this day and the events.

The COE Awards Day is scheduled for Thursday, April 15, 2004, in the Campus Room of Capstone Hall.

### IV. Announcements

Dean Sternberg has been asked to be the Co-Chair for the new Pharmacy Dean Search Committee and has accepted this position.

The next Administrative Council meeting is scheduled for Wednesday, February 18, 2004, at 9:00 a.m.

The meeting was adjourned at 12:03 p.m.