I. Old Business

The minutes from January 21, 2004, were reviewed and accepted.

Strategic Planning – Ms. Renee Connolly
Ms. Connolly thanked the members for their responses to the strategic planning initiatives that Dr. Seaman and she are heading up. She informed the members that the academic units and the support offices have been split up so that a review of these areas can happen more quickly and the strategic activities of each can be viewed more consistently with like offices. She asked the Department Chairs to review their input to make sure that all their submitted information was included in the academic unit file. She also mentioned that all Directors of COE support offices will have a chance to review their input as well. She and Dr. Seaman will be working over the next month to formalize all components of the Strategic Plan for submission to the Provost’s Office.

Other
Dr. Dickey reported that he heard from parking administration about the status of D Lot parking behind Wardlaw. He stated that Parking told him that there would not be anymore significant numbers of reserved parking spots added (although an additional one has been added recently). Dr. Dickey reported that a formal memo would be coming from Derrick Huggins about the spaces in the lot.

II. New Business

Educational Policy Center – Dr. Michael Seaman
Dr. Seaman gave the members a brief history of the Policy Center which is headed by Dr. Diane Monrad. He informed the group that discussions have been held about where the reporting home for the Center ought to be. He stated that a formal decision about this is important for formal oversight, including for personnel evaluations and financial matters. His ideas included it being a Dean’s Office responsibility or a Department of Educational Leadership and Policies responsibility, although there is nothing that has been decided formally. He informed the group that Dr. Monrad and Dr. Amsterdam will remain as faculty appointees in EDLP regardless of where the administration of the Center is decided. Dr. Welsh expressed concern that these adjustments might adversely affect policies and procedures that are in effect in his department based on the faculty’s understanding.

Non-tenure Track Faculty Titles – Dr. Michael Seaman
Dr. Seaman distributed a handout that lists academic titles that the University currently uses. He proposed that the COE look carefully at appropriate titles for all faculty at the time of their contract renewals. In no way would a title adjustment affect contract status. Dr. Dickey expressed concern that these adjustments might adversely affect policies and procedures that are in effect in his department based on the faculty’s understanding.
and agreement on what clinical faculty do for that department. Dr. Seaman asked the members for their opinion on expanding non-tenure track faculty lines to include more options on this handout on a case-by-case basis.

**Web Contacts – Dr. Michael Seaman**
Dr. Seaman informed the group that the President has asked that all University web pages (aside from faculty pages) must adhere to University templates. He reported that by the end of this week he hoped to announce the appointment of a COE webmaster who will assist departments and individuals in making sure that all pages adhere to the President’s mandate. He asked that by February 27 all members send him a name whom the webmaster can contact when updates and technological questions surface. Dr. Dickey asked for some clarification as to the extent of the use of the university template. Dr. Seaman acknowledged that he and David Michaels have had many questions regarding this issue and are not entirely sure as to the depth of the use of the template on very detailed pages or small/temporary projects. Some discretion will be left up to program offices until greater detail is known.

**Budget Process Schedule – Dr. Michael Seaman**
Dr. Seaman distributed a College budget process handout for FY 2005 that outlined dates and what action would be happening on or around those dates. He reminded the group of carry-forward funds that will be available and informed the group that the University is asking for projected tuition dollars. He walked the group through the due dates on the page and some of the detail on each of the activities listed. The members had discussion on understanding what the University will be counting as recurring dollars and how revenue projections were being figured. It was agreed that data disaggregation will be used to both clarify the various types of tuition flows (e.g., tuition-paying students, EGC tuition, grants/contracts supplying tuition) and for better communication with Business and Finance.

**National Board ACE Credit Recommendations – Dr. Irma Van Scoy**
Dr. Van Scoy reported that a request had been made that academic credit be granted to those teachers who had gone through the National Board process. The request had been made from the American Council on Education. The State Department has also scheduled this topic for discussion at their February 19, 2004, Dean’s Council meeting. Dean Sternberg expressed concern about the financial implications of this decision. Dr. Dickey made some suggestions on how this might be considered within the College, but questioned what mechanisms may be in place to assist in the paperwork and policies. Dean Sternberg suggested that the State play a role in this decision process and that the majority of the financial burden not be placed on the institution. Drs. Dickey and Mitchell reported on how individual cases related to this question have been handled in each of their departments. It was decided that discussion at the State Dean’s Council will be used for future clarification regarding this issue.

**Showcase – Irma Van Scoy**
Dr. Van Scoy reminded the members that the USC Showcase is scheduled for Saturday, April 3, 2004 on the Horseshoe. The College will be having a bus with its presentation and is in need of faculty to speak to potential students and their parents. She asked that people let her know if they will be able to attend by March 1.

**Course Evaluations - Ed Dickey**
Dr. Dickey reported that several of the ITE faculty members have problems with some of the items on the course evaluations in terms of wording, true measure of teaching, and mandated items. Clarification was made that there are certain University expectations in place with specific questions on the forms to be included. Dr. Dickey suggested that this issue might best be placed on the agenda of the Faculty Affairs Committee and Dean Sternberg supported that suggestion. An additional concern related to course evaluation is how to use them for internship courses or doctoral level 899 courses. The members explored issues related to this issue in regard to central administration or state requirements.

**School-University Partnerships Update - Bruce Field**
Dr. Field shared four major issues with the members. He distributed a handout that outlined the Principles of Learning that were developed at the University of Pittsburgh and how this might play out in our system as a
mechanism similar to and/or imbedded in the ADEPT process. Dr. Field continues to meet and talk with organizers of this system to explore the idea. He announced that Richard Moniuszko, Richland I Deputy Superintendent, will be attending the national PDS Coordinating Council Meeting in February. Dr. Field updated the members on the Conference and reported that attendees now exceed 800 (in 2003 attendees were around 600). He emphasized the need to advertise the conference as much as possible. Dr. Field informed the group that he has had a conversation with a faculty member in the School of Pharmacy who is seeing trouble with their preceptors’ ability to assess their pharmacy students completing rounds. The faculty member asked for assistance from the College of Education in providing some kind of training to help these preceptors understand how to effectively assess the pharmacy students. Dr. Field asked for advice from the members about who might be appropriate people from the College to ask to get involved with this project. Dean Sternberg suggested Dr. Field and Dr. Van Scoy would be appropriate individuals to begin the dialogue with Pharmacy. He also mentioned the possibility of extended this dialogue into a contract with the College to help them develop instruments and processes for the supervision of pharmacy interns. Dr. Field informed the group that an initiative is in place in Richland Two District to create some pilot single-gender classrooms and that some representatives from this initiative have contacted him to ask if the College would be interested in getting involved by placing interns in these pilot classes. He asked for members’ opinions on the “involvement” of the College in this initiative and to what extent this would be a feasible idea. The members discussed this possibility in relation to legal issues, diverse placement experiences, uses for this in internship placements, and accreditation needs.

Learning and Living Communities - Les Sternberg
Dean Sternberg distributed information on the establishment of living and learning communities that might be geared to cohorts of undergraduate education students. He asked members to review this information for potential interest in becoming involved with this idea.

Council of Academic Deans Report - Les Sternberg
Dean Sternberg asked that any requests for additional course fees from Department Chairs be submitted through Dr. Seaman’s office. He highlighted some of the new legislative initiatives that included the Life Sciences Bill. He informed the group that the Governor wants to limit tuition increases to no more than the HEPI index (currently 2.5%) but a Bill has been submitted to allow for a tuition increase at the HEPI index plus $250. Current university discussions include the provision of funds to help defray the cost of health care coverage for graduate students. A handout was distributed that specifies a university policy that will mandate that all full-time graduate students, international students, and graduate assistants demonstrate that they are covered by a health insurance policy. Another initiative that was discussed was the development of a University Teaching and Learning Center. This type of Center is typically used to assist faculty and graduate teaching assistants to develop their teaching skills. In addition, he mentioned that approximately ½ of all the Carolina Distinguished Professors have now entered the TERI program.

Other
Dr. Seaman asked Department Chairs to update the members on how searches are going in the departments. Dr. Carper reported that EDPY is going through 2 searches and that a decision in counselor education will be made by tomorrow and a decision regarding the special education search should be made by next week. Dr. Welsh reported that EDLP is hosting the first of 2 candidates today and that 2 more candidates will be in next week. Dr. Dickey reported that ITE has 5 searches and that 2 decisions on candidates may be made by the end of this week. He mentioned that the clinical position searches are going somewhat slower than the tenure-track positions. Dr. French reported that PE is conducting 1 search to replace a clinical faculty member who will be resigning at the end of this semester. Dr. Seaman asked Department Chairs to make sure that postings about colloquia are removed in a timely manner so that candidates visiting campus do not see postings for their competitors. He suggested that College-wide email was a good way to distribute notices about colloquia.

Dr. Van Scoy mentioned that the library may be moving the education collection to an additional floor in keeping with some of their internal restructuring.
Dr. Van Scoy shared that the Advanced Program Governance Committee (APGC) met yesterday on two issues: approval process for technology-assisted courses and the four C’s policy. The APGC decided that the necessary approvals would be sent through the Associate Dean for Academic and Student Affairs Office. They also decided to include a grade of a “WF” in the count for a student’s four C’s and that the Office of Student Affairs should monitor and alert programs when a warning letter is appropriate (Counselor Education programs only allow two C’s). When the four C’s are met, the Graduate School will continue to be responsible for sending letters when students have reached their limit with grades below a B.

Dean Sternberg announced that as of February 1, 2004, 271 undergraduate students have been accepted into the College’s four undergraduate programs and that 147 are pending approval. The College’s average SAT score for admitted freshmen is 1117, which is below the university’s average of 1178.

Dean Sternberg reported on the recent COE Partnership Board meeting. They addressed fundraising efforts that are in place for various initiatives. Collaborations with engineering have placed USC as the first University to offer the opportunity for students to take various engineering courses in a pre-engineering track in the MT, the MEd, and the EdS. The PDS Network expansion was also discussed in relation to better communication between the College and the schools and the need for school districts to begin to absorb some of the costs. He asked the members for ideas for fundraising targets to take to the Partnership Board.

Dean Sternberg mentioned that discussions have been underway with contracting with a private company to administer an on-line degree program in CD-12 Ed. Admin. Because of sole source issues, an RFP will be let on February 23 with the beginning of April as a target period to reach contract status. The on-line program would not only be offered in South Carolina but also throughout the Southeast. Dr. Welsh asked for an update on any additional space issues for the College. Dean Sternberg reported that additional space had been found for a few offices, but that additional space for the College has not been confirmed by the Provosts Office.

III. Reminders

Showcase on the Horseshoe – Saturday, April 3, 2004

COE Awards Day – Thursday, April 15, 2004

IV. Announcements

Next Administrative Council Meeting: 03/17/2004 at 9:00, Dean’s Conference Room

The meeting was adjourned at 11:42 a.m.