COE Minutes  
Monday August 19, 2002  
Wardlaw 126

1. Call to Order-Jim Carper The meeting was called to order at 1:30 pm.

2. Approval of minutes of April 17, 2002: The minutes were approved as submitted.

3. Reports from Associate Deans

Administration, Research, and Technology-Chris Ebert: A technology report was sent out in April. We have finally reached the point where the technology in the building is stable and reliable. We have a new infrastructure. The equipment has been upgraded and the speed is much better. Now we can become more visionary in our approach to technology. The inventory has been revised and is more systematic in terms of keeping track of what needs work and so on. But some items, such as laptops purchased under grants, are missing from the inventory. We will get a message on our computer related to the equipment that each faculty member is using. Each faculty member should respond to the email message to assist in the inventory updating.

A Distance Education Classroom may be moved into the ETC. If so, the center classroom will be modified.

SPAR is putting out more information than before. The yearly report has just come out. For the past five years, we have slowly increased the amount of external support coming into the COE. The data are not available for the 2001-2002 academic year. Chris is trying to calculate these data by hand. She is pleased about the collaborative efforts that are occurring and some of that does not show up in our reports. Rhonda Stevens, our SPAR contact, is out on maternity leave. Holly Snair is our current contact. Talk to Holly as you think about writing proposals.

Academic Affairs- Irma Van Scoy: Dr. VanScoy thanked Dr. Ebert for her hard work and her help. Dr. Ebert will be missed as she moves from the COE into the Graduate School.

A new website has been developed focusing on Information for Faculty. This site is linked from the COE site and provides information on course/program changes, procedures, and so on. The hyperlinks for forms will take you to the Faculty Senate forms. You can type on the form and print it out but you can’t save the form to your disk. A sample approved course is included for an example. Some sample memos are included to show the types of coordination efforts that occur with other programs and departments. There is also a program tracking aspect of
the website. College by laws, policies and procedures, and so on are also included. Additional governing documents are also available.

From the Graduate School-The four C’s and “you are out” rule is no longer applied by the graduate school. Instead, gpa is the criterion. So, the COE must consider its guidelines in light of the Graduate School changes.

4. Reports from Department Chairs

EDLP-Mike Welsh: Introductions-Ed Cox is a new faculty member. He has 30 years of school administrative experience in Illinois. Sandy Tonnsen left USC and became School Superintendent in Orangeburg IV.

EDPY-Mike Seaman: Ji Yeon Lee is a new faculty member in the new educational technology program. The first student cohort is beginning in educational technology. The department has written one and a half million dollars in grants that have been funded. The Office of Program Evaluation is moving since employers have increased from 8 to 21. A lease will be signed for a building across the street from the Addam’s Bookstore, corner of Blossom and South Main streets.

ITE-Teri Kuhs: Gretchen Altman and Wanda Calvert are here to help with literacy initiatives. Lora Battle-Bailey is a new faculty member in EDEC and Steven Thompson is a new faculty member in elementary science. Christy Clonts is the new Director of the Writing Improvement Network. Margaret Gamble is helping to develop the new undergraduate program. Beth Morton is the new Director of the Children’s Center. The new children’s research center should be ready by next year.

PE-Karen French: Panayiotis Doutis is a new faculty member in PE. Twice as many undergraduates are entering PE this year as compared to last year. PE faculty are working on a curricular revision to reduce the number of hours in their 138 hour undergraduate program. Several research grants are underway.

5. Other Reports

Accreditation-Irma Van Scoy and Renee Connolly: Accreditation is for the betterment of education in South Carolina. Many faculty members are to be thanked for their many many hours spent in writing the reports. (see handout for deadlines for this fall). Rejoinders must also be written once feedback is received from the professional organizations. The conceptual framework will be in your office to be used as a screensaver when you return. Please copy these and distribute them to the students so that they will have a common language to talk about what we do. Syllabi for this fall should be written in the NCATE format. All fall syllabi will be submitted to Renee using this NCATE format by August. The Program
Assessment plan is also being finalized this fall and should be done by October. Also, please collect samples of student work this fall. Irma will be contacting legal affairs to get guidelines for getting permission from students for collecting samples of their work. Also, your accreditation vitae should be completed by the end of the fall semester.

Renee Connolly is to be thanked for her hard work and patience in supporting this accreditation process.

College Committees (appointments were made for people to call the first meetings for the COE Committees)
- Advanced Programs Governance-Mac Brown: No report.
- Basic Programs Governance-Eva Vadocz: No report.
- Faculty Affairs-Kathleen Marshall: No report.
- Reconfiguration Committee-Karen French: The Committee looked at all structures in the COE to determine their roles in supporting our mission. The purpose was to increase efficiency and reduce bureaucracy. Departmental organization and infrastructure was examined for support for grants, technology and teaching. Faculty will be surveyed regarding the academic configuration as well as the infrastructure of the COE. Please fill out the survey that will be distributed to provide feedback to the Committee. The Committee gained information from the infrastructures in place in other colleges and schools to support grant work. The Committee also looked at the kind of infrastructure in place to serve graduate students. Irma VanScoy has been working to streamline the handling of paperwork for graduate students. Please e mail any suggestions to Karen French. Committee members are Diane DeFord, Kathleen Marshall, Catherine Reynolds, Jim Sears, Harvey Allen, Johnnie McFadden.
- Steering-Jim Carper: No report. Chair this year is Murray Mitchell.
- Student Affairs-Richard Wertz: No report.

Centers and Projects

School-University Partnerships-Bruce Field: Last year was spent in learning about the PDS network. This year, the Dean has asked that departments other than ITE find ways to become involved with the PDS network. PE invited Bruce to meet with their faculty to discuss possible connections. Professional Development is the responsibility of the entire university. Bruce is available to meet with departments.

Undergraduate Degree Program-Teri Kuhs: Degree planning commenced this summer with several retreats including teachers and faculty from other departments. ITE faculty is working very hard to develop undergraduate programs in edec, elem, and middle level as soon as is feasible. A listserv is being established to continue discussions following the retreat.

7. New Business

1. Election for Secretary: No volunteers or nominations were forthcoming, so recruitment is underway.

2. No other new business

8. Comments to the College-Dean Les Sternberg: Methods to achieve success have changed over the years. A team can win any game. We must work as a team in the college. Many successful initiatives in the college are the result of team efforts. Each team member must fulfill responsibilities for the team to be successful.

NCATE is the most important focus we have for our team for the next year. NCATE cannot be considered a once every five years event. We must pay attention to it on a regular basis. The focus is on total quality assurance. Our commitment is strong in this area. NCATE is an opportunity to create and sustain top quality programs.

PDS is another important focus. We currently have national visibility. We need to insure our success in school-university partnerships.

New undergraduate program development is critical and they should be top quality. We also need to look carefully at our graduate offerings to assure that they reflect the current knowledge base in our profession. The window of opportunity for support and resources is NOW! The President, Provost, and university community are supportive. So, we need to move now and to move with top-quality programs. We are on everybody’s radar screen.

Research productivity: The COE won awards for 1999-2000 and 2001-2002. We are currently ranked seventh in terms of other units on campus in terms of extramural funding.
President Sorenson emphasizes the importance of increasing extramural funding. The COE must be a significant player in accessing extramural funds. We have the faculty and the expertise to pull all of this off. About 40% of faculty are involved in funded research initiatives. We could do so much more if all were involved.

Dean Sternberg plans to keep pushing the envelope in terms of change and quality. By working together, we can accomplish great things.

9. Announcements: No announcements.

10. Good of the Order: No comments.

11. Adjournment