ACollege of Education Faculty Meeting  
August 22, 2001
1:30 p.m., Wardlaw 126

I. Call to Order-Dr. Margaret Burggraf called the meeting to order and welcomed the returning and the incoming faculty.

II. Approval of minutes of May 3, 2001 (see attached minutes)-Dr. Jim Carper asked that the word “lose” be substituted for the word “loose” following his name in the May minutes. The minutes were approved as edited.

III. Mission Statement-A ballot was sent out to obtain votes from faculty related to the mission statement. The ballots are due by 5 pm today and will be counted tomorrow morning.

IV. Reports from Associate Deans

Administration, Research, and Technology-Associate Dean Chris Ebert reported on her interactions with SPAR. We need good communications between the COE and SPAR. They intend to be helpful, not regulatory or obligatory. They would like to become involved early in the grant-writing process and dates are being established for seminars with SPAR to improve communications. Faculty should e-mail Chris indicating the questions that SPAR should be addressed in the seminars and their preferred date.

The USC Ethics Review Process has been scrutinized recently. The decision is that we will have a university review board to review all funded and non-funded research, including student research. Certain categories of research are still exempt and those research projects will be reviewed by the COE liaison to the university review board.

In the COE, we have had two different review boards, one for students and one for faculty. We need from these committees two people, a liaison and an alternate. The university review board will begin October 1.

Technology Report: The objective last year was to have updated workstations for all faculty and staff. The attention this year will be focused on the ETC. The equipment in our building is so old that we cannot buy replacements for it. Our connectivity is often lost due to this dated equipment and so the infrastructure is being addressed.

Wireless COW is now available—a cart with 20 laptops designed to be a portable classroom. W 115 used to be the stat lab and is currently a grant room which has the connectivity needed for using the COW. Contact the ETC, Dr. Susan Quinn,
Virus and Worms: Unfortunately, not everyone is attending to the need to do the necessary weekly virus scans and updates of the McAfee Shield. David Michaels is our new network administrator. He is attempting to keep his messages short to not overwhelm us. Call ETC with any problems, not Computer Services. The CSD costs are ultra-expensive so we'll try to get things addressed in house.

Academic Affairs-Associate Dean Irma Van Scoy reported that we have hired an Executive Director for School-University Relationships. Dr. Bruce Field will be on board October 1. Until then Beth Looney and Kathy Clark are managing those tasks.

The Restructuring Committee met related to PDS. Clarification of PDS Partnerships rather than PDS Schools was made. Many kinds of partnerships are emerging.

Office of Student Affairs has been refurbished and reorganized. See their website which provides information to students about applications and so on. Program Areas need to check these procedures for accuracy. Thanks to Rob Dedmon for this work.

Extended Graduate Campus (revisioned GRS) is being developed to serve the state.

Policies and Procedures are being updated. Admissions, program or course changes, and student affairs issues fall under Dr. Van Scoy’s position. Many good policies and procedures currently exist. Student Affairs works smoothly. All forms that need the Associate Dean’s signature should go through the Student Affairs Office. Faculty who have problems with policies and procedures should communicate with Dr. Van Scoy.

Accreditation

   1990-Initial NCATE accreditation
   1996-Continuing accreditation altogether
   2003-Continuing accreditation altogether with new performance-based standards.

2. What should be done by NOW: Turn in assessment grids to Ms. Connolly NOW. The unit-wide assessment system that is being developed requires that these grids be completed. Dr. Mike Seaman is Chairing the unit-wide assessment team.
3. Each program should have identified the person or persons writing each of the reports for each program

4. You should have: Your program standards and/or CHE guidelines in your hands; the COE Accreditation website bookmarked on your computer; a plan for time to write, gather information, talk with other significant people in your report, ask questions, rewrite.

5. Due Dates: September 24 Initial Certification programs; October 15 Advanced Certification; December 14 final drafts.

6. Points to remember: Accreditation should be about improvement of our programs—use the process to make a positive difference.

7. Think Performance-based: Provide evidence of what students know and can do that meets your professional association standards and our conceptual framework. Remember multiple measures at multiple points in time. Conceptual Framework is critical to meeting accreditation standards: Know it, use it. The model was presented in its visual form—thanks to Ken Gillam for developing that model.

V. Reports from Department Chairs and Introduction of New Faculty

Educational Leadership and Policies-Dr. Ken Stevenson invited faculty to greet each other and to visit on the third floor which has been renovated this summer with new carpet and painting. Dr. Richard Wertz has joined EDLP as a full time member. Dr. Michelle Maher has relocated to EDLP with the COPE program (moved from ITE). Dr. John Lowery is also new in the department. AAPP (African American Professors Program) distributed a report of research. The total masters program in Ed. Admin. is now being delivered through distance education.

Educational Psychology-Dr. Mike Seaman introduced Dr. Todd Busch, a new assistant professor of special education. He will be teaching the student teachers in special education and supervising them.

Instruction and Teacher Education-Dr. Teri Kuhs introduced Dr. Diane DeFord who is working with the SCRI program and with the funded OERI project. Dr. Denise Morgan is a post-doc person working with the ECE MAT and the OERI project. Congratulations to Dr. Mary Styslinger who has a new baby, Sophie. Unfortunately, the USC Children’s Center did not get the zoning approval for its new location. Ms. Mary Hipp is working with the 70 Teaching Fellows. Congratulations to Dr. Jon Singer for a new funded grant. ITE is working busily
on writing the Accreditation Reports and is also increasing the Distance Education offerings (Extended Graduate Campus).

Physical Education-Dr. Karen French reported that PE is doing a total overhaul of policies and procedures and is involved in writing NCATE reports. An increase in undergraduate enrollment has occurred this year in PE. PE has gathered a great deal of data to evaluate high school physical education programs in the state. She reported that the COE Chairs have been meeting focusing on the future of the COE and programs in a collaborative, non-territorial manner. Hurrah!!!

VI. Other Reports

College Committees (the chairs from last year should call the first meetings this year).

Advanced Programs Governance-no report

Basic Programs Governance-no report

Faculty Affairs-no report

Steering-Dr. Jim Carper reported on the fine-tuning of the By Laws that were presented to the COE faculty last spring. A motion was made and seconded that the by laws be adopted. The changes were approved unanimously.

Student Affairs-no report

Centers and Projects: Dr. Jean Norman reported on the School Improvement Council.

Dr. Nancy Freeman introduced the new director of the Children’s Center.

VII. Old Business

Dr. Kridel suggested that the Steering Committee take under advisement the recommendation that each department prepare to nominate a COE chairperson and secretary and to please have nominees’ permission prior to placing the name on the ballot at the Spring COE Meeting.

VIII. New Business

No new business.
Address to the College-Dean Les Sternberg summarized last year’s accomplishments and challenges in his report. He suggested that Faculty read Moo (a novel by James Smiley) in terms of the current views of cultural views of the professoriate.

Commitment and Communication are key to realizing a reasonable and achievable vision for the COE. We must be responsive, engaged, and collaborative. We must commit ourselves to a set of core values: integrity, justice, intellectual spirit, and stewardship.

This COE is about all of us working together to create community. Visions create disequilibrium.

Dean Sternberg announced: off campus MAT in ITE and total distance education masters in Ed. Admin. as examples of the more agile thinking that is necessary for us to implement our vision. We must become more entrepreneurial to bring in more revenue that will allow us to grow and to be supported in that growth.

It is also critical that we become more involved in extramural funding. We increased procurements by 35% this year. Unfortunately, only 40% of faculty are involved in obtaining extramural funding. In the future, the more money acquired by a department in extramural funding, the greater the return to the department.

This past year has been difficult but we have made progress.

The COE has been guided by several strategic goals. In the future, strategic initiatives will guide us. This COE must be on the move and perceived as ahead of other academic units on campus. We need to make a full commitment to:

*Total quality assurance  (documented by others as well as ourselves)
*Involvement in addressing community and state needs
*Enhancing the national stature of the COE (put resources behind targeted programs)
*Building a support base for the College (must engage business community and increase extramural funding)
*Supporting and enhancing diversity (very challenging and daunting because we are fighting for the same faculty and students that other institutions are also targeting)
*Technology integration and infusion (must incorporate action plan into our daily lives)

Draft templates:
Faculty will identify which strategic initiatives they are targeting.
Total Quality Assurance—focus on Accreditation and State approval; COE academic configuration; UG versus Grad TE. (fall, 2001)

Community and State Needs—restructuring PDSs; Faculty involvement in PDSs

Supporting and Enhancing Diversity—consortial recruitment and retention

Managing Complex Change: If we are to change, we must have a vision and use our skills to accomplish that vision. The equation includes vision, skills, incentives, resources, and action plan.

The strategic planning process is important. All of the positive changes that have occurred so far have positioned us to deepen the respect of others. Faculty must do their share to participate in the change process rather than become obstacles to it. We must change old habits and develop new ones.

Indeed, faculty have displayed commitments to help us actualize our vision, but some cannot carry the weight of all. The promise of change for the COE is not of the tinkering variety. Times and society have changed producing perceptual shifts. We must do things differently and do different things.

Hard choices must be made and we should make them ourselves rather than have others make them for us. Some activities and programs cannot be continued because of our resource limitations. We need to consider what we should enhance, what we should maintain, and what we should eliminate.

Dean Sternberg does have doubts about whether we will be able to show change in a reasonable amount of time. We have many challenges and much to accomplish.

X. Announcements

Thanks to Dr. Carol Flake for being Secretary and to Dr. Jim Carper for being Parliamentarian.

Congratulations to Dean Sternberg who has been elected Chair of the Council of Deans.

XI. Good of the Order

No items for the good of the order.

Adjournment