Dean Hough stated the COE Policy and Procedures Manual is being reworked and updated to make it more useful and user friendly. It will always be an evolving document.

Dean Hough expressed the importance of communication. He has invited one Faculty member from each Department to attend the Leadership Council meeting with their respective Department Head every Thursday to help in the communication process. Dean Hough also feels that e-mail is ineffective and information is being missed in mass e-mails. He stated that he is working with Student Services in sending him information and he will include any important info in any e-mail he sends out to the College to cut down on so many e-mails. Any suggestions on improving a better line of communication are welcome.

Dean Hough urges faculty to be active participates. By participating we are more likely to have a better understanding of something.

Faculty was encouraged to participate in the Teacher Education Alliance (TEA) initiative.

Dr. Pearman stated that two faculty representatives are needed for the COE Budget Committee. They meet at 8 am every 3rd Friday (tentative). There is $90,000 in money that was part of the former provost deal when Dr. McCarthy came back to COE that is to be reallocated. There will be a proposal process for programs (a template will be provided) with the main goal to increase enrollment (especially graduate enrollment). Program proposals will need to have a plan or strategy. Areas of highest need will have priority. Proposal may also be for new degree programs, or a new Master’s degree. Dr. Hough stated that this is the most important COE committee, and feels the money should be spent on programs. Two faculty members from each department will review the proposals for which ones to fund and to what level. The highest funding will most likely be $7,000. They will access the effectiveness of the money, and consider if it resulted in an increase in enrollment. The goal is to get this in place and have it available every year. As long as Dr. McCarthy is at the University, these funds will be available.

Faculty Advisory Committee – Each department will have two faculty representatives. Faculty may be on the committee for two years consecutively.

Faculty Grant Support – Dr. Kear is directing the ISI this year. Dr. Hough stated that if Dr. Kear wants to develop a grant, he will give funding support. Dr. Kear stated that the ISI should be all about funded
projects and using faculty to bring funds into the College and ISI. OERI continues and those districts are funded projects. We are working with Springfield Schools on their Community Schools.

Student Advisory Council – Dr. Hough would like two students from RFT. It may be graduate or undergraduate.

Associate Dean’s position – Dr. Hough mentioned that a search committee will be formed beginning next week. An interim will be appointed until a permanent person is hired. The interim position is posted until Monday.

There are two Graduate Assistants working with Travis to update websites. It will be a three step process.
1) Meet with Department to obtain correct information.
2) Spotlight the big things you want stand out.
3) Our work for NCATE.
The COE websites are being modeled after the University of South Carolina.

A College of Education ad has been placed in an upcoming September edition of Newsweek courtesy of the University. We thank President Smart, Paul Kincade, Chief of Staff – Assistant to the President, Andrea Mostyn, Assistant Director for University Communications, and Stacey Funderburk, Director of Publications for their work in our behalf.

Four Task Forces (handouts)

Enrollment Management
Dr. Hough stated that we need to review strengths, weaknesses, opportunities, and threats to COE efforts to increase enrollments in both graduate and undergraduate programs. Examine enrollment trends in all programs and prioritize programs in greatest need of supports. Identify and prioritize greatest needs. Include suggestions for consideration by the COE Leadership Council and Budget Committee. Dr. Groves volunteered to be part of the task force.

Student Support
We need to support our students and stick with them. Student Services need to work closely and directly with faculty. Dr. Mejia volunteered to be part of the task force.

Faculty Workloads, Stipends, Special Projects, Mentorship, and Support for Grant Writing
Dr. Hough stated that there will be funds available for faculty taking on special projects. Dr. Camp was nominated by Dr. Hurst. Dr. Camp had previously agreed to serve on the task force.

Ancillary Projects
Examine ancillary projects including but not limited to AES, ISI, RPDC, TEA, and Community Schools in terms of their mission, capacity, and funding. Dr. Sheffield volunteered to be part of the task force.

There is to be one faculty member appointed to each Task Force, and one staff member to the Ancillary Projects. Present a written report of 1000 words or less by October 15, 2012. Dr. Hough stated that these are recommendation committees, not decision making.

Diversity Hire (handout)
Dr. Pearman stated that RFT needs an additional diverse faculty to teach EDC 345 when the secondary students are enrolled. This is the course that we have identified to NCATE where all students will come into contact with diverse faculty. Dr. Craig has suggested Antiqua L. Bradley-Hunter, whom he has worked with through Drury at the St. Roberts location for two years. Dr. Bradley-Hunter’s vita is included in the handouts today. A diversity hire does not go through the normal process. If a department wants to hire a diverse person, it only has to go through the department. This would be a tenure-track
Assistant Professor. Dr. Hough stated that when they met with Dr. Bradley-Hunter did not express interest in teaching the Diversity class. Faculty stated concern that there were no publications listed on her vita. They also expressed concern that she does not have an interest in the multi-culture course. Diverse hires do not have to go through the normal process. Faculty expressed concern over this. Secondary students will begin taking the EDC 345 course this spring 2013. It was suggested to hire her as an Instructor or a Visiting Assistant Professor. Dr. Hough feels we have an opportunity here and would like to see it work, but will support whatever RFT decides. It was also stated that RFT did not decide that EDC 345 had to be taught by a diverse faculty. Dean Hough stated it would be funded through Central Administration, but will check on this. Faculty decided they want to have a national search. If they cannot have the full search then hiring Dr. Bradley-Hunter as a Visiting Assistant Professor would be acceptable.

I. **Action Items:**

A. Approval of April Minutes – Motion: Dr. Hurst; Second: Dr. Chang to approve April 20, 2012 minutes. *Motion carried: unanimous.*

B. EDT Course and Program Change – Course change is changing practicum hours from 60 to 20 hours to align with Reading practicum hours. Program Change is changing name of certificate program (Instructional Technology Specialist Certificate Program) to Educational Technology to go along with the IMT to EDT course changes. Motion: Dr. Swearingen; Second: Dr. Hurst to accept the EDT course and program changes. *Motion carried: unanimous.*

II. **Information Items:**

A. EDC 345 – Secondary Ed was told they have to add EDC 345 to all of their programs. Most of the programs do not want to add three additional hours. Don Simpson in Enrollment Services is supporting this and feels it would not be a good thing for programs. The original suggestion was to cut one hour out of EDC 350 and one out of EDC 345. It was not acceptable, and the counter suggestion is EDC 150 be offered as a zero credit hour course and SEC 302 be cut from four credit hours to a three credit hour course (this is what is used to be). RFT will not get the SCH but it will be acknowledged by the University that we are helping the University. This must be in place by the spring 2013 semester. Secondary and Foundations both feel EDC 150 is an important course for students program. Faculty stated that it helps students to know what their lives will be like in the environment in what we do in teaching. Dr. Pearman stated EDC 150 will be a required course in the student’s program. Faculty suggested a fee be added to EDC 150 to cover the cost of the per course teaching the class. Motion: Dr. Sheffield; Second: Dr. Hurst to make 150 a zero credit hour course and SEC 302 a three credit hour course, and to add a fee for EDC 150 to cover the cost of the per course faculty hired to teach the class. *Motion carried: unanimous.*

B. Feasibility of General Studies Degree Program *handout*. The handout show links to Universities who are offering a General Studies Degree Program. It was suggested that COE or RFT spearhead this program. This is an FYI and if you feel it should be put forth, please get with Dr. Pearman.

C. BSED in Teaching and Learning (Educational Studies) – This will not pick up a huge number of students (5-10). RFT would be the best department to offer this degree. Drs. Jones, Sheffield, Swearingen and Steve Hinch volunteered to look into the details of this degree.

D. Travel Policy Update *handout* – Dean Hough wants our travel policy laid out by levels. Our draft from June of 2009 looks like we have already done that. Monies paid to faculty/per course for mileage come out of the travel budget. Financial Services “does” take anything related to travel out of the travel budget line. But this does not affect money allocated for faculty travel. Motion: Dr. Swearingen; Second: Dr. Sheffield to accept the travel policy with the CLSE addition
and take out the year and add “of the current year on # 3 under procedures. Motion carried: unanimous.

E. Unmet Space Needs – Dr. Pearman sent out the survey for space for Programs and Initiatives. This is due back by Sept 19. The purpose is to find out who needs more space and how much. Dr. Pearman will send you the matrix to those who want to make a request. Drs. Jones and Sheffield stated they need space for the AES.

F. P & T Chair – Dr. Swearingen (Dr. Kear will do full professors).

G. Budget Committee – Dr. Wallace volunteered. Dr. Chang nominated Dr. Kear and he accepted the nomination. Any faculty may attend the meetings if they see something on the agenda that interests them. But only the 8 members (two reps from each dept) may vote.

H. Faculty Learning Community – Dr. Arthaud will share more information on this in the future.

I. Goal is to go Paperless – University’s goal is to be sustainable. RFT copier has had more than one million copies made and does not have a lot of life left. Syllabi or anything you can put on blackboard will help save on the copier. We are expecting to receive a scanner from Rob Tinney.

J. Put Calendars on Outlook – This way others may view when you’re available to help schedule meetings. This is a request from the Dean’s Office and the Office of the Provost.

K. Leadership Council – Signup sheet is being passed around.

L. Faculty Advisory Committee – Term of one year which may be extended one year. Motion: Dr. Hurst; Second: Dr. Nixon to nominate Dr. Camp. Dr. Groves volunteered.

M. Student Advisory Council – Send your nominations to Dr. Pearman. Dr. Jones nominated Cody VanVactor, and Dr. Hurst nominated Amber Howard. Drs. Groves and Swearingen will send nominations to Dr. Pearman later.

N. Program Coordinators – MAT and Foundations still need to schedule with Dr. Pearman.

O. Compliance Refresher Training – Complete the training if you have not done so.

P. Associate Dean – Faculty stated one faculty from each department and it should be an external search. There should also be a staff representative, and a K-12 Public School representative.

Q. GA working out of Travis Marler’s office to assist departments in updating their website. Look at your areas and see if there are any changes you want made. The University of South Carolina is the model for the websites.

R. +/- grading – SGA very strongly has said that we all need to be in the same boat on +/- grading. Some are using +/- and some are not. ALC has said we need to agree across course sections. Motion: Dr. Swearingen; Second: Dr. Sheffield to side with academic freedom. A friendly amendment was discussed but not put forth. Some faculty felt this was not a case of academic freedom and that content was academic freedom. After further discussion, Dr. Swearingen withdrew her motion. Dr. Pearman asked how many were in favor of consistency across sections and how many wanted to do as they choose. Thirteen agreed with consistency across sections and one wanted to do as they choose.

S. Community Connections (handouts) – This is an FYI.

T. Release Time Requests – Dr. Pearman will send out every November a request for release time for the following academic year. Motion: Dr. Swearingen; Second: Dr. Sheffield to approve sending out the request in Nov for the following academic year. Motion carried: unanimous.

U. Co-Teaching Model for Student Teachers (handout) – Consider if we want to do this and how what would be a good way to initiate these discussions. Faculty proceeded to discuss issues concerning co-teaching.

a. St. Cloud model or develop our own
b. All programs participate
c. Are we interested in this?
d. How do we proceed to bring everyone together?
W. NCATE Update – We will have a visit in April 2014 from NCATE. It is not known if it will be a full or focus visit.

X. Teaching Evaluations – Do we want a policy for faculty who get low teaching evaluations? It was decided to move this to next month’s agenda.

III. Committee Reports:

A. BSED
B. MSED – Drs. Swearingen and Nixon
C. Grad College – Dr. Camp
D. College Council – Dr. Jones
E. COE Budget – Drs. Kear and Wallace
F. Executive Budget – Dean Hough will go to one more meeting and they will decide how to proceed with this committee.
G. PEC – Drs. Goodwin and Nixon
H. Library – Dr. Chang ($5,900 to spend by April 1)
I. Faculty Advisory – Drs. Groves and Camp
J. Faculty Concerns – Dr. Groves
K. CGIP – Dr. Swearingen
L. Faculty Senate – Drs. Nixon and Chang
M. Distance Education – Dr. Camp
N. TEA Executive – Drs. Kear and Goodwin

M.S. in Teaching and Learning (handouts) – Dr. Jones presented ideas for the new M.S. in Teaching and Learning Degree. He stated that it will need PEC approval. He also stated that it should include all grades. Faculty mentioned that schools now want technology and reading. It was suggested it be a two track specialist degree. Motion: Dr. Groves; Second Dr. Hurst to accept the cohort model presented in accordance with funding. Motion carried: unanimous.

Adjourned 2:45 pm