

Minutes: CLSE meeting – October 3, 2012

Members attending: Bill Agnew, Leslie Anderson, Tamara Arthaud, Paul Blisard, Gilbert Brown, Paris DePaepe, Kim Finch, Tamara Flores, Linda Garrison-Kane, Joseph Hulgus, Cindy MacGregor, Mary Maloney, Jim Matthews, Belinda McCarthy, Gerry Moseman, Kristi Perryman, Linda Robbins, and Robert Watson. Member absent: Paul Ajuwon, Jef Cornelius-White, Robin Farris and Marci Dowdy . Minutes by Judy Campbell. Guest: Dr. David Hough, Interim Dean, College of Education.

1. Approval of minutes

A motion was made and seconded to approve the minutes of the August 14, 2012 meeting. Motion carried.

Old Business – Information Items

1. Compliance Refresher Training – it was announced that everyone except two per course instructors have completed the online Compliance Refresher Training. The instructors are being aided in getting this done.

2. Assessment of Disposition Update –Update on PEC Instrument/Process

The Committee is reviewing and re-evaluating the procedures. For undergraduate students who will be doing student teaching, the students in addition to their cooperative teacher will be evaluated. Will follow through with advanced programs, however, it will be more complicated. Every program will have 3 key classes identified to go through this process.

3. Website Improvements Update/ Video Requests

We now have a young man who is ready to work with us to update our Websites. He is ready to go. If you have vignettes or other items to promote your programs, have them ready when he is set to work with each program. He will start by working with Counseling and Student Affairs.

4. CLSE Leadership Council

A sheet is being passed around for faculty members of the department to attend the Leadership Council Meetings. The sheet needs to be returned to Judy.

5. CLSE Operating Budget – Update

A copy of the latest balance in the budget is attached to the agenda for each member's information.

Action Items

1. Promotion/Tenure Guidelines Review

Dr. MacGregor reviewed with the faculty, the revisions that have been made to the Promotion/Tenure Guidelines. She emphasized that the Guidelines, if adopted, will be effective Fall, 2013 through Spring, 2016. A motion was made and seconded to adopt the guidelines. Motion carried.

2. Student Evaluation Systems Revision – Update

The changes, and reasoning for the changes to the student evaluation was explained by Dr. MacGregor. Discussion followed with a motion made and seconded to approve the evaluation form. The new evaluation form will be effective Spring 2013.

New Business – Information items

1. FCTL Advisory Council/Learning Groups

Paris announced that she had sent each faculty member an email giving the website page where they can go to obtain information on "Learning Awards & Funding Opportunities" from the Faculty Center for Teaching and Learning (FCTL). These include: 1) iPad Learning Initiatives, 2) Conference Travel Requests (with limited funds to attend or present at national conferences which support the Scholarship of Teaching and Learning), and 3). Two classifications of Curriculum Innovation Projects: ? 3a) Curriculum Innovation Projects, and 3b) one Diversity & Inclusion in the Curriculum Project.

2. Spring Schedules - MUST submit changes by October 13.

Program coordinators were asked to check the posted spring 2013 schedule and verify that everything that is listed is correct. Students will begin enrolling by the end of October.

3. SMARTBoard Update

Larry Dudley has just completed SMARTBoard training and is a certified trainer. He can assist faculty members in the use of SMARTBoard.

4. Advisor Releases

Registration for the Spring 2013 semester will open up at the end of the month. Faculty were asked to go in and release their students and grant permission for students who need it prior to registration so students will not be going into panic mode because they are blocked from registering.

5. Dr. David Hough, Interim Dean, Feasibility Study of smaller departments

Dr. Hough was recognized and he address the faculty as to their feelings and thoughts on adopting smaller departments, with department chairs, rather than one large department with a department head. Discussion followed with faculty expressing their views. Program areas will continue the discussion in their respective meetings.

5. Mary Maloney

It was announced that Mary is scheduled to have surgery at the end of the month and will be out for a period of time. Temporary help is being discussed to assist faculty out of the Pummill Hall office.

Discussion items –

1. Recruitment Budget Requests

Program coordinators were asked to have turned in their recruitment budget requests. They are to be turned in to the department head, who is to sign off on them and then forwarded to the Dean.

2. Security in PCOB 156

Faculty members who hold classes in the area of PCOB 156 were asked to make sure and close and lock the two wooden towards that open up into 156 at the starting time of their classes. Need to have a phone tree or some other way for a late student to contact the instructor so they can get in. The glass doors that lead out to McDaniel street are locked down automatically at 6:00 pm.

The possibility of having an intercom system or doorbell installed for use by students to gain entrance into the office (classroom) area was discussed. These two options will be looked into.

3. Promotion/Tenure Committee

Dr. Watson, Chair, Promotion/Tenure Committee, announced that faculty members will be receiving an email informing them of meeting times to consider the promotion applications of 3 faculty members. Supporting documentation for the promotions is located in Dr. Watson's office for faculty to review.

Action Items –

1. Program/Course changes

Dr. Brown explained the rationale for the changes to the following courses in the Student Affairs in Higher Education Program.

SAE 755 Graduating Underrepresented First General College Students– Changing title and credits hours to reflect it as a variable content course.

SAE 756, Quantitative Methods in Educational Leadership - Changing course title and description.

SAE 757, Qualitative Research in Higher Education – Changing course title and description.

Committee Reports

1. Budget Committee – The committee has gone through and prioritized areas of concern and will be focusing on these areas in upcoming meetings.
2. Faculty Senate – Dr. MacGregor announced that she would be out of town on the day of the next meeting and asked if anyone would like to volunteer to attend the meeting in her absence.
3. Graduate Council – No Report
4. College Council – No Report
5. BSED – No Report
6. PEC – Kim Finch reported that the committee would be meeting in the afternoon.
7. COE Faculty Advisory Committee – No Report

There being no further business, the meeting adjourned at 1:20 pm. The Program of Counseling will be responsible for the meal for the November 7 meeting.