

Minutes: CLSE meeting – August 16, 2013

Members attending: Reesha Adamson, Bill Agnew, Paul Ajuwon, Tamara Arthaud, Paul Blisard, Jef Cornelius-White, Marci Dowdy, Robin Farris, Kim Finch, Tamara Flores, Michael Goeringer, Joseph Hulgus, Linda Garrison-Kane, Jim Matthews, Lisa Monkres, Nate Quinn, Linda Robbins, Ian Shadrick and Robert Watson.

Members absent: Leslie Anderson, Paris DePaepe, Cindy MacGregor, Mary Maloney and Kristi Perryman.

The minutes of the April 3rd meeting were approved with the addition of Michael Goeringer in attendance of the April meeting.

1. Meeting dates and times were discussed with everyone in agreement that the following dates will work for each faculty member. All meetings will be held in PCOB 127 unless otherwise noted. The dates for the departmental meetings will be

- September 4
- October 2
- November 6
- December 4 (hopefully Springfield Brewing Company)
- February 5
- March 5
- April 2
- May 7 (only if needed)

Program Meetings will be

- COU – will meet 4th Wednesday of each month – 12-1:30 pm
- EAD – will meet 3rd Monday of each month – 10 am – 12 noon
- SPE – will meet 3rd Wednesday of each month – 10 am – 12 noon

2. General Updates

- Faculty were asked to submit their office hours and updated course syllabi to Judy in addition to the administrative assistant in their program areas. Due date for office hours is August 23 and syllabi due date is September 15.
- Business cards – faculty were asked how many need to have business cards printed. It appears that Joe Hulgus, Marci Dowdy, Lisa Monkres and Jim Matthews will need their cards updated with new faculty Reesha Adamson and Nate Quinn have cards printed for them. Faculty were asked to send their information to Judy so she can put through the order to have the cards

printed. Those needing name badges were asked to contact Judy with the appropriate information so they can be ordered as well. In addition, faculty were asked to send a small stack of their individual cards to Judy so they can be split between the two offices for placement in the office area for individuals who are seeking contact information.

- Moves – Faculty will be moved out of Pummil Hall by the end of the semester. Drs. Ajuwon, Shadrick, McCarthy and Linda Robbins will be relocating into Ellis Hall with Jim Matthews going into Hill Hall.
- Digital Measures – Faculty need to have their Digital Measures updated by December 1. Efforts are being made to provide professional development to support faculty in their efforts. If anyone has problems with working with the digital measures, let Dr. Arthaud know and she will get assistance for that party. Faculty need to enter information regarding classes taught, research and dates of presentations, etc.

There is a proposal going forth that if the material cannot be found in digital measures then that information will not be considered when applying for promotion/tenure.

At this time Drs. David Hough, Michele Smith and James Sotille joined the group. Dean Hough presented Councils, Committee and Policies which consisted of the following committees and their charges:

- Faculty Advisory Group - have been given the charge of updating the COE Faculty Handbook and have been working on the project over the last year. Dr. Linda Garrison-Kane is the current Chairman.
- Budget Committee – will be reviewing applications and submitting recommendations as how funding should be allocated. This would include faculty research, etc.
- Leadership Council – is where the decisions are made.
- Personnel Committee – will evaluate requests for compensation over and above current salaries—merit pay.
- Assessment Committee – will work with Dr. Sotille and develop plans of assessment.
- Recruitment and Marketing – will work with Dr. Smith in the areas of recruitment and marketing. Dr. Smith will meet with Judy Pickering who has been doing this in the past.

After a short break, the meeting resumed with the faculty being asked if anyone had any needs—maintenance, technology or otherwise. Faculty were asked to email Judy with their needs.

Faculty were advised that Larry has established individual faculty files in Babel in which class materials and information can be securely stored.

EAD searches – faculty members in EAD will need to meet and start the search process for replacements of Gerry Moseman and Karla Eslinger. The faculty will meet within the next two weeks to start the process.

Faculty were asked to consider accepting Dr. James Sotille and Dr. Michele Smith as faculty members within the department. Discussion followed with faculty voting to accept Dr. Michele Smith in the department to teach in the Student Affairs of Higher Education Program and Dr. James Sotille to teach in the Counseling and Special Education programs.

3. Faculty Travel – faculty were asked to send in their requests for funding for travel by either emailing the request to Tami or Judy or submitting a request form. \$500 is available from the department with an opportunity to receive additional \$400 from the Dean if a presentation is being made. Email requests will be attached to the form. Faculty should include the \$400 request from the dean with their departmental request with the full request being forwarded to the dean with a notation as to how much the department is funding.

4. Diversity Proficiencies in Syllabi - Faculty were asked to break out into program groups and address course alignment with proficiencies. They were asked to give their propose plans to Dr. Arthaud once they have finished. These were due to be turned in August 23.

5. Miscellaneous – A request was made to see about getting a 3 hole punch added to the big copier. Judy will check on request.

Faculty were informed that the department is checking in to replacing worn-out blinds in several offices in PCOB as well as having a curtain installed in Ellis Hall between two offices.