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**Reading, Foundations, and Technology**

October 25, 2019

Hill Hall 339

10:00 am – 12:00 pm

**Attendees**

Jamie Atkinson, Ching-Wen Chang, Pamela Correll, David Goodwin, Alex Jean-Charles, Steve Jones, Kewman Lee, Kayla Lewis, Sarah Nixon, Cathy Pearman, Becky Swearingen, Jane Ward

**Absences:**

Beth Hurst, Annice McLean, Julia Novakowski

Dr. Huffman presented Drs. Chang, Jones, Nixon, and Pearman with a picture frame engraved with “Professor” and the year they achieved their professor rank.

**Action Items:**

Approve September 27, 2019 minutes – Dr. Swearingen moved to approve; Dr. Atkinson second; approved

**EDT** – Dr. Chang reported changes would clean up verbiage; include one new certificate proposal and one new course proposal. Dr. Swearingen moved to accept all the EDT revisions; Dr. Pearman second; approved

**MID** – Dr. Huffman reported, as requested by the department, she went back to the language arts faculty and they were fine with the changes. They suggested to still include ENG 235 and ENG 239 within the required 24 hours. These have been placed back into the program. Moved the EDT 520 to the foundations of teaching section. Remaining items are verbiage cleanup. Program remains the same number of hours. Dr. Swearingen moved to approve changes to the MID program; Dr. Nixon second; approved

**SFR 781** – Dr. Atkinson reported the verbiage was changed to remove the aspect of the portfolio. Dr. Atkinson met with the program coordinators from CEFS. Dr. Swearingen moved to accept changes to the SFR 781; Dr. Jones second; approved

Approve departmental goals – Dr. Huffman will use this list of goals in the RFT annual review. Dr. Swearingen moved to approve these goals; Dr. Nixon second; approved

**Information Items:**

Faculty can use travel money for two professional dues – Dr. Huffman reminded faculty they could use their travel funds for professional dues.

Brochures/Bookmarks – Dr. Huffman requested program coordinators review your brochures; less is more so the brochures do not have to be changed frequently. Programs in CEFS use a bookmark versus a brochure. CEFS uses a brochure for the department that lists all the programs. Dr. Lewis requested some samples. Dr. Huffman reported Web Press is working on all webpages for the university. There will be drop down boxes and there will be less information on the left hand side. If you have any information that needs to be updated, please let Sally know.

Revisions to RP&T document – Dr. Jones reported the RP&T committee met to discuss what changes could be made to this document. Clean up some of the language. P&T committee has been changed to RP&T committee throughout the document. Two things to accomplish with these changes. One item is tell non-tenured faculty how to put their notebook together. Dr. Pearman developed a document (Appendix B) on how your binder should be laid out. There should be a narrative included in each of the three areas. This will be your opportunity to spell out everything you have done so the committee does not miss anything. The narrative that is included in the Provost notebook can be the same narrative used

in the notebook for the RP&T committee. When you write your narrative, showcase yourself. Remember to provide information about the journals you publish in. Document your service and distinguish whether it is university level, college level, etc. When you are promoted, you are under the guidelines that are in place at that time. RP&T documents include the word exceed; the question is...does the word "exceed" confuse the non-tenured faculty? Should RFT just change the numbers; we require two, but we want you to exceed the two; or should RFT just change the number to three or four? The RP&T committee does not rank, tier, or weigh journal articles. Exceeds can be quality or quantity which can be addressed in your narrative. Explain how you have exceeded in your narrative. The RP&T committee will review your second or third year to see if you are taking leadership roles. Dr. Nixon reported her mentor, Dr. Hurst, advised when you are non-tenured working towards tenure, you need to be an overachiever and you need to shine. Dr. Huffman reported you have 30 days to review the changes and faculty will vote on at the November faculty meeting.

Clinical Faculty Position – Dr. Huffman reported after looking at the teaching loads and per course faculty, RFT has a need for two clinical faculty positions. One is more of a generalist position to help with the SEC 302 and the other service courses and one for literacy. Our greatest need is for the SEC 302 and other service courses. Dr. Nixon asked what is the difference in course load – clinical is 12 hours and instructor is 15. Clinical can be appointed three years at a time or year-to-year. Instructor is appointed year-to-year. This would be a new line. Dr. Jones moved to accept the idea of a clinical instructor; Dr. Goodwin second; 9 years; 2 nays

Graduate Assistant – Since Dr. Goodwin is retiring, Lauren Cantwell will have more time available for research and other activities.

College Teaching Graduate Certificate – Dr. Pearman reported this has been floating around the Graduate College for about year. Drs. Pearman and Huffman met with Nancy Gordon and reviewed this certificate. The certificate is designed for graduate assistants, teaching assistants, per course faculty, first year assistant professors that might need some assistance, and community colleges. It is called College Teaching Graduate Certificate - no general education courses required, 10 hours, SFR 676 Topic Issues in Education, EDT 660 Digital Age Learning Environment; SFR 621 Techniques for Teaching Adults, and the college teaching practicum would be the new one hour class, no electives. Graduate College will pay for the per course faculty for these courses. Would Graduate College pay overload if a faculty member is interested in teaching one of the courses? Dr. Pearman explained the new course proposal – will be offered fall, spring, and summer, one credit hour, and on-line. Requirements: reflection journal, 20 hours practicum. This could be concurrent while they are teaching their class. This will be on the 30-day wait; vote on at November faculty meeting.

Master's Program Change – Dr. Lewis reported the master program change; taking out the letters of recommendation; added the minimum GPA -according to the Graduate College.

RDG 573/673 – Dr. Lewis reported RDG 573/673 Psychology of Literacy changed to Psychology of Global Literacies. DESE has approved the changes. This will be on the 30-day wait; vote on at November faculty meeting.

Non-Tenured Faculty Meeting Minutes (9/26/2019) - Dr. Huffman reported she hosted a luncheon with the non-tenured faculty – the minutes were sent to you as an informational item.

November luncheon sign-up sheet – For the next faculty meeting we will have a holiday lunch – chili and soup will be provided. Please place your name by the item you would be willing to bring.

Dr. Goodwin retirement luncheon (Dec. 4<sup>th</sup>) 11:00 am to 1:00 pm at Jimm's Steakhouse.

### **Committees:**

BSED – Dr. Lee reported updating of practicum and student teaching section; once approved it will be updated on the website. Talked about teachers around the Springfield area and how connected to MSU. Tami Arthaud is chair of the committee.

COE Assessment – Dr. Jean-Charles reported did not meet.

COE Budget – (e-report)

College Council - Dr. Correll reported have not met.

EPPC – Dr. Correll reported CAEP review team will be here November 3-5<sup>th</sup>. Some of you may be asked to participate in meetings. Dr. Craig wanted to remind faculty, while students are in schools for practicum or student teaching, they are to follow the school district's policies. Committee members are reviewing diversity definitions which are going to be uploaded to Taskstream and the student handbook. EPPC Diversity - Dr. Nixon reported did not meet. Have their final diversity transfer scholarship interviews Monday, October 28th.

FAC – (e-report)

Faculty Concerns – Dr. Correll reported revising items on the Faculty Evaluation of Administrators survey.

Faculty Senate – Dr. Lewis reported she will send the minutes. Open enrollment is coming up and you have to complete your biometrics screening.

Graduate Council – Dr. Chang reported

Grad Program Advisory Cmte. – Dr. Lewis reported they had a recruiting fair.

MSED – Dr. Nixon reported that Dr. Correll is chair. Dr. Correll reported have not met.

Personnel Committee – Earlier discussion.

Teacher Ed. Living and learning – Dr. Correll – encourage students to apply for housing in the LLC, they are looking for an RA for next year. Fourteen of the LLC students went to Sunshine Elementary and participated in the fall festival.

Additional committee reports as needed

### **Faculty Share**

Dr. Huffman is presenting in New Orleans for the Mid-South Education Research Association on supporting dyslexic students through library media centers. She has been asked to be lead evaluator for a program from the University of Northern Iowa. They are going up for review.

Dr. Correll reported she is presenting at Middle Level Educators at Nashville. Dr. Lee and Dr. Correll are presenting at the Literacy Research Association in Tampa, FL.

Dr. Swearingen reported she is doing a lot of work with Audubon banding northern saw owls.

Dr. Atkinson reported he is presenting at the American Educational Studies Association.

Dr. Jean-Charles reported he has some proposals at some different conferences for next spring.

Dr. Nixon reported Dr. Lewis and she are writing a grant for \$4,000 to purchase culturally diverse and international children's books.

Dr. Goodwin plans to complete some writing projects – attention to what it feels like to create new knowledge.

Dr. Pearman reported she took her Chinese students on a kayak trip. She just returned from MACTE – working on revisions on the Mosby Standards. Standard 2 – Clinical and Cooperating Teachers. Also, GPA at 2.75 is a stumbling block for students. MACTE is working on this issue.

Dr. Lewis presented at MACTE. Dr. Lewis is President-Elect for a state board for literacy. She is presenting at the November conference.

Dr. Huffman reported Dr. Novakowski is currently at a conference. Dr. Jones has two conferences coming up.