

## Minutes: CLSE meeting – September 4, 2013

**Members attending:** Reesha Adamson, Bill Agnew, Paul Ajuwon, Tamara Arthaud, Paul Blisard, Jef Cornelius-White, Paris DePaepe, Marci Dowdy, Kim Finch, Tamara Flores, Michael Goeringer, Joseph Hulgus, Linda Garrison-Kane, Cindy MacGregor, Mary Maloney, Jim Matthews, Lisa Monkres, Kristi Perryman, Nate Quinn, Linda Robbins, Ian Shadrack, Michelle Smith, James Sottile and Robert Watson.

**Members absent:** Leslie Anderson and Robin Farris.

**Guest Present:** Dr. David Hough, Dean, College of Education.

Lunch was provided by the faculty/staff in EAD.

The minutes of the August 16th meeting were approved with the spelling of James Sottile corrected.

Department update/accomplishments was skipped. Faculty were asked to submit their information for the next departmental meeting.

1. Dr. David Hough was recognized and outlined the Eight Goals that Dr. Einhellig presented at the August 16<sup>th</sup> meeting. They are

- Enrollment – Dr. Hough stated that he felt like enrollment and raising the profile go together
- Recruitment and Marketing
- Funding
- Accreditation
- Diversity
- Student Success
- Raising the Profile

Dr. Hough reviewed the criteria for the various COE/University committees and indicated which committees are in need to have a departmental representative(s) selected. The committees and representatives to represent the department are listed below.

- Assessment Committee – James Sottile will be getting the committee together. Nominations, Bill Agnew, and Belinda McCarthy.
- Budget Committee – Paris DePaepe and Joe Hulgus
- Personnel Committee - Departmental – Paul Ajuwon, Paul Blisard, and Bob Watson  
College of Ed – Jef Cornelius-White, Linda Garrison-Kane and Belinda McCarthy.
- GPAC Committee – ~~Joe Hulgus or Jeff~~ Cornelius-White? Bob Watson, Paul Ajuwon, Gilbert Brown
- Scholarship – Paris DePaepe with Kim Finch
- Recruitment and Membership – Mike Goeringer

Dr. Hough asked for a document from the department differentiating between the position of instructor and clinical instructor. Once created, this document could be shared with other departments as a template to create a college-wide document.

## 2. **Old Business**

- **Library funds** – Kim Finch stated that departments have not been informed as to how much funding they will receive, but have been told it will be approximately the same as last year. Anyone having requests send them to Kim and she will then forward them on to the library. Funds have to be spent by April 1.
- **COE Councils, Committees, & Policy Library** – Faculty were informed that they could go to the COE website: <http://education.missouristate.edu/163937.htm> and review and make comments.
- **Coordinators** – program coordinators were asked to contact Dr. Arthaud and schedule an appointment to discuss the new compensation/release time policy and determine appropriate workload designation and compensation.

## 3. **Action Items**

**Committees** – Faculty were asked to look over the departmental list that was passed around and update any information regarding committees in which each faculty member is involved.

- A committee, the Interdisciplinary Studies and Study Away Committee, has been created. At this time Lyle Foster and Nate Quinn have agreed to be on the committee. The direction of the committee was explained and Joe Hulgus and Kristi Perryman agreed to be members of the committee.

4. **Councils** - Each council membership was reviewed and memberships were updated where needed.

## 5. **New Business**

- **Tenure/Promotion Calendar for FY 2014**  
Faculty were asked to look at the calendar regarding promotion/tenure. The Dean will hold regular meetings with faculty who are tenure track. The Provost office has developed a Blackboard site and faculty are encouraged to enroll in the development course site. Faculty will be provided with a notebook with tabs for each category to guide them in the process. The matrix for promotion/tenure was pointed out to the faculty as well.

## 6. **Discussion items** –

- **Spring Schedule** – is now posted and available for viewing. Program coordinators were asked to view the schedule carefully and make sure that all classes belong on the schedule or if they don't to remove them. Also, they were asked to check the time, dates, locations and format of each course.

## 7. Action Items

- **Program/course changes** - Faculty were informed that the proposals put forth by COU and EAD have gone through the Graduate Council Screening Committee and will go before the Graduate Council at their next meeting. Counseling is proposing three new courses, Substance Abuse, Play Therapy Practicum and Advanced Play Therapy. The courses will carry 700 course numbers and will meet the changes in the Mental Health program in anticipation of CACREP accreditation. Motion was made and seconded to approve the courses--motion carried.
- **Graduate Faculty Status application** - there are none at this time. Reesha Adamson, Michelle Smith and James Sottile will be putting forth their applications in the near future.

## 8. Committee Reports \_

- **COE Faculty Advisory Committee** – had their first meeting on September 4. Asking program and departmental faculty to look at the Policy Library on the web site and send any suggestions or changes to Dr. Hough and cc Dr. Linda Garrison-Kane. Committee will meet again in October and review the suggested changes.
- **COE Budget Committee** – committee is leaning towards posting some form of the budget on the web page. Have been asked to indicate whether ancillary projects are in the red or black. In April of this year equity adjustments were discussed. At this time the University has no funding for these adjustments. However, there is a small pool of money for new initiatives of projects.
- **Faculty Senate** – has not met.
- **Graduate Council** – has not met.
- **COE Assessment Committee** - has not met.
- **BSED** – has not met.
- **PEC** – has not met.
- **Other** – the next departmental meeting is October 2 with SPE/SAE providing lunch.

The meeting adjourned at 1:00 pm.