

Minutes: CLSE meeting – August 14, 2012

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

1. Update from Dean Hough

Dean Hough addressed the group and stated that he had a list of ten items that he would like to see accomplished. The items are

- Policy and Procedures Manual – would like to see it brought up-to-date and be redone.
- Leadership, Communication and Cooperation.
Inviting faculty to attend the Leadership Committee meetings on Thursday.
- Will try to send out updates at sporadic times rather than on a regular basis.
- Budget Committee – will have no decision power. The current committee will meet the first time with members having the option to continue on the committee or resign and have someone elected or appointed to serve on the committee in their place.
- Compliance Refresher Training Test. Need 100% of the faculty to take the test.
- Faculty Advisory Committee will retain current membership and keep going. There will be 1 yr terms but members can succeed themselves.
- Faculty Grant Support –Need to obtain more grant support to manage sponsored research.
- Big Budget Committee challenge will be to fill the vacant faculty lines.
- Student Advisory Committee – each department will need to submit the names of two students to serve on the Student Advisory Committee.
- Associate Dean Search – Employment guidelines have to be followed before an Associate Dean can be named. The vacancy has been posted with the hope to hire an Associate Dean as soon as possible. The Associate Dean will head up accreditation.
- Two graduate assistants within the College have been reassigned and they will work with Travis Marler in an effort to update all web pages.
- The University will be undertaking a major marketing project which will include web page updates, change the spot lights and high light important topics, etc.
- Faculty will be appointed to serve on the task force and faculty will serve for 2 years. Due to the shortage of faculty, we need faculty to work as they are asked to do so. Names for the task force need to be submitted by September 1.

2. Approval of minutes

A motion was made and seconded to approve the minutes of the April 4, 2012 meeting. Motion carried.

Old Business:

3. Select CLSE nominee for Budgets & Priorities Committee.

Bill Agnew and Linda Garrison-Kane were nominated to be put on the COE ballot to serve on the Faculty Senate Budgets and Priorities Committee with Linda Garrison-Kane selected as nominee.

4. Review/Revise Promotion & Tenure Guidelines.

Cindy MacGregor spoke to the Promotion and Tenure Guidelines documents. Discussion followed with it being agreed upon to revisit the document at the next meeting.

New Business:

5. Grading structure –

When a course has multi sections, it needs to be that all the sections follow the same grading scale regarding %, + and – grading.

6. Assessment of Disposition Update

Tami and Cindy announced that at this time they had no information to share.

7. COE Budget Committee

Dr. Gerry Moseman, current representative, will attend the first meeting with Gerry relinquishing his membership to Joe Hulgus after the first meeting. Funding priorities will be a priority of the committee.

8. Community Process in COE

When replying to an email, everyone is asked **not** to push the “Reply All” button. Faculty were asked to put all class schedules, meetings, appointments on Outlook so it will be easier for the Administrative Assistants to schedule meetings.

9. FCTL Advisory Committee

Paris DePaepe has been appointed by Dr. Chris Craig to serve on the FCTL Advisory Council.

10. General Studies Bachelor’s Degree

Faculty were asked if there was interest in starting a general studies bachelor degree program. Faculty were not interested in pursuing such a degree.

11. Space Needs

Program space needs need to be discussed in the program meetings. This information needs to be forward to the department head using the form that has been provided.

12. COE Leadership Council

Departments have been asked to have a faculty representative attend the Leadership Council meetings on Thursday mornings. The representative may be chosen on a rotation basis or one can be appointed to serve a semester and then change representation the next semester. Names should be submitted to Dr. Arthaud by Thursday, August 16.

13. COE Associate Dean Search

Faculty were asked as to whether the search for the Associate Dean should be an internal or national search. A committee will be formed with a suggested membership of 2 representatives per department (to include undergraduate programs) a staff member, etc.

14. Student Advisory Council

Need the names of 2 or 3 students who can serve as part of the membership of the Student Advisory Council. Names to be submitted to department head by August 31.

15. Recruitment Events

Need to have brochures from the various programs offered in the College of Education available to hand out at the upcoming recruitment events. Future dates of recruitment events are September 27, October 13 and 22.

16. Set department meeting dates.

CLSE departmental meetings will be held the first Wednesday of each month, with the October meeting scheduled for October 3 from 11 - 1. Food will be provided by each program as listed below:

October – Ed Administration

November – Counseling

December – Potluck

February – Special Education and Student Affairs in Higher Ed.

17. Faculty Advisory Council -

Current faculty who have served this last year on the Faculty Advisory Council were asked if they would like to continue to serve this next year. All members agreed to continue to serve. Those serving on the committee are:

Bob Watson

Paul Blisard

Gilbert Brown and

Linda Garrison-Kane

18. Program Changes

Faculty were asked if there were any program changes. At this time the only changes are with the B.S. programs in special education. A diversity course needs to be added to programs which will increase their total credit hours by 2 hours. A motion was made and seconded to approve the suggested changes. Motion carried.

19. Other:

A question of safety was brought up and discussed. There was much discussion as how students can get to the building and back to their cars safely. It was suggested that maybe security or Springfield police could have a patrol in the area and have a presence to ward off any problems. We need to emphasize to the students that they need to use common sense practice and not walk alone but rather walk in groups to their cars.

20. Graduate Faculty Status – Ian Shadrick

The Graduate Faculty Status application of Ian Shadrick was reviewed. A motion was made and seconded to approve Ian for clinical graduate faculty status. Motion carried.

The meeting adjourned at 12:00 noon to enjoy lunch from the Mud House and then to proceed to the program meetings.