Minutes of the September 2, 2015 CLSE meeting

Members Present: Reesha Adamson, Bill Agnew, Paul Ajuwon, Leslie Anderson, Tamara Arthaud, Megan Boyle, Gilbert Brown, Amy Chenoweth, Bret Cormier, Jef Cornelius-White, Marci Dowdy, Kim Finch, Lyle Foster, Linda Garrison-Kane, Michael Goeringer, Bret Gromier, Joe Hulgus, , Cindy MacGregor, Paul Maddox, Jim Matthews, Rachell McCart, Belinda McCarthy, Taryne Mingo, Lisa Monkres, Nate Quinn, Michele Smith, Rebecca Smotherman, Jon Turner , Shari Scott,and James Sottile,

Members Absent: Paris DePaepe (on sabbatical) and Robin Farris.,

Guests present: Larry Dudley, David Hough, Travis Marler and Emmett Sawyer.

Minutes by Judy Campbell.

The following names of faculty in attendance at the August 15 meeting will be added to the minutes of August 14.

(Paul Ajuwon, Marci Dowdy, Jim Matthews, Belinda McCarthy, Shari Scott, Michele Smith, and Jon Turner.

Travis Marler, Emmett Sawyer and James Sottile were recognized and proceeded to explain the procedures for completing the Taskstream process by both instructors and students.

Dean Hough was recognized and he encouraged all faculty to assist the department head by submitting rubrics and assessments to be built in Taskstream. Information obtained from Taskstream will assist in the accreditation process and support the COE report card.

The COE is seeking two positions in the Clinical faculty area.

* Half-Time Field Experience Staff member/Half-Time Faculty member.
* Half-Time SWRPDC Coordinator of Programs/Half-Time-Faculty Member. RPDC generates 1.2 million dollars through DESE and this revenue covers the cost of the positions. Smaller school districts rely heavily on RPDC for training. However, it is anticipated that the Greater Ozarks Cooperative will grow and will have approximately 80 districts as members.

**RECOGNITIONS**

* Dr. Arthaud congratulated Dr. Leslie Anderson who was recently recognized as one of the 20 Most Influential Women of 2015 in the *Springfield Business Journal*.
* Tami asked faculty to send to her any updates/info on student accomplishments.

**INFORMATION ITEMS**

**Search Updates**

* Research Position – James Sottile informed the group that the committee has met and will be meeting on Thursday. They hope to have a recommendation for a hire for the Assistant Professor position in Research and Assessment.
* Department Head Search - Gilbert Brown reported at this time there are applications coming in for the position. The committee will be meeting in October and review applications. They hope to start interviewing in the spring.

**Computer Lab**

Due to noise and congestion in the area of the computer lab, Tami announced that she has put forward a plan to have the computer lab moved to PCOB 228. Discussion followed with faculty speaking in favor of moving the lab and those who would like to see the lab remain in the area where it is now. Agreement by all was to retain at least 2 computer stations and some informal work stations or small group gathering areas in that section of the office for students. All agreed it is nice to have students in a location that allows and encourages faculty to interact with them.

**Meeting Dates – Change to 2nd Wednesday**

Due to conflicts in the proposed meeting dates for upcoming CLSE meetings. The dates will be changed as indicated below.

* October ~~7~~ 14
* November 4 11
* December 2
* January 13
* February ~~3~~ 10
* March 2
* April ~~6~~ 13

The meetings on December 2, January 13 and March 2 will remain the same as originally planned.

**Old Business**

**COE Assessment Committee Representation**

* Bill Agnew was elected to replace Michael Goeringer as the representative on the COE Assessment Committee**.**
* Tami outlined the proposed RPT Committee. Dr. Finch and Dr. Agnew will do the pre-tenure reviews with Dr. Garrison-Kane and Dr. Cornelius-White doing the Professor reviews.

It was stressed that letters should be generated in the committee.

* Faculty were asked to send their syllabi electronically to Judy, with COU faculty also asked to send their syllabi to Rachelle for CACREP. Syllabi for every section of every course should be sent immediately.
* For new faculty, and as a reminder to all faculty, Tami pointed out the different description of duties for each Judy, Rachelle and Lisa.

**Summer Salary Proposal**

After much discussion the Summer Salary task force agreed to keep the summer school money allotment the same. Those seeking additional funding for a course will need to put forth a proposal outlining the details of the course to the budget committee. In case of a tie it will then go to Leadership Council for their consideration. The programs with successful proposals will have 3 years to get the course to work with results of the new course being reported on annually.

**Instructor Guidelines**

This document was placed on hold. Amy Chenoweth and Nate Quinn were appointed to serve on the committee.

**Research Active Status**

This document was postponed until the October meeting.

**Recruitment/Market Updates**

Program coordinators were asked to submit copies of their programs for the upcoming Majors Fair.

**New Business**

Dee Siscoe has asked for an academic appointment within the Department of CLSE to be an Assistant Professor in the Student Affairs of Higher Ed program. Discussion followed with a motion being made to “appoint Dee Siscoe as an Assistant Professor in CLSE without a tenure clock”, understanding the tenure clock will begin when/if she returns to faculty. The motion was seconded and approved unanimously with a “yes” vote of 9 members.

Copies of the Spring 2016 schedules within each area were distributed to the faculty Faculty were asked to review the schedules and send any concerns/corrections to Tami by September 17.

Faculty were advised of the upcoming pre-tenure and pre-promotion workshop that is being planned for September-October.

Plans are being made to revise the RPT guidelines.

Due to time restraints, the meeting was adjourned at 12:17 pm.