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## Faculty Meeting Notes

September 14, 2010  
1:30 p.m. – 2:20 p.m.  
University Hall Room 326

**Present:** Olajide Agunloye, Mary Jane Anderson-Wiley, Richard Deaner, Sekethia Ford, Duane Halbur, Samuel Hardy, Paulette Harris, Kathy Hogan, Charles Jackson, Wayne Lord, Michael O'Connor, Alice Pollingue, Paulette Schenck

**Absent:** Tom Deering, Peggy Ruth Geren, Philip Smith

The meeting was called to order at 1:30 p.m.

The minutes from the August 31, 2010, faculty meeting were approved unanimously.

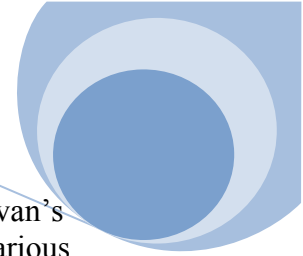
Jasper Cooke presented information from the Office of Public Safety. Faculty received an emergency handbook for desk reference. Mr. Cooke discussed disruptive student behavior and stressed the need to faculty to document behavior problems. This is done in Elroy; select the Personal Information link; click Behavioral Assessment Incident Form link. The chair will forward to the faculty a document that has information from the Behavioral Assessment Incident Team. Mr. Cooke concluded his presentation inviting faculty to contact him at any time to discuss ways public safety could assist them. Dr. Schenck expressed appreciation for the professional work done by the Office of Public Safety.

The chair led a discussion on the draft of the 2010-11 Departmental Plan, reviewing the purpose of the plan and its use in guiding our work this academic year. No new faculty lines are anticipated for the department; however, the chair has submitted critical need forms for advertising and filling one vacant special education position and one vacant educational leadership position.

Each goal area was discussed with opportunity for faculty questions and input.

### Goal One (Enhanced External Support)

The most discussion centered on the increased expectation of faculty to write and receive grants. Concerns included the following: how does this fit into our full teaching schedule? Is ASU expecting faculty to do the work of a Tier One university where faculty teaching load is less? Where is the incentive for expending energy and time in preparing a grant proposal? Also, a concern that failure to write and receive grants would be used to punish faculty.



The chair responded to these concerns and shared with faculty his comments at Dr. Sullivan's initial meeting with chairs in August. The chair also acknowledged that because of the various programs in our department, faculty may need to look for opportunities to collaborate within and outside of the department in seeking grants. Also, the chair said the department had done well last year in the number of grants written and funding received. There is no reason to think our efforts will not continue and with experience improve. The chair reiterated the willingness of the Dean to support faculty in their grant efforts. The chair also advised faculty of the need to express these concerns when the ASU faculty meets to discuss the strategic goals.

#### Goal Two (Enhance Student Matriculation and Academic Success)

Progress and plans for online courses and programs were reviewed. The department is using candidate performance data to guide program decisions and changes. Special Education, Counseling, and Educational Leadership must complete the Comprehensive Program Review during this academic year. The chair has discussed this with program coordinators.

#### Goal Three (Increase upper division/graduate courses)

Work related to the Ed.S. in Counselor Education and the Ed.D. in Educational Leadership was discussed. In considering the importance of marketing and recruiting candidates for each program, the question of funding arose. The chair responded that in earlier conversations with the Dean, there was no funding allocated for this; the possibility of working through the Office of Public Relations for targeted promotions was mentioned.

#### Goal Four (Service and Scholarship)

The chair addressed this goal as important for building the reputation of the department, for outreach into the community, and in thinking about offering terminal degrees on campus. Faculty are encouraged to share with the chair via e-mail as they engage in community outreach, have publications, or presentations. The chair will try to acknowledge these achievements in the weekly departmental update, and Sekethia can pull this information for passing along to public information.

Lastly, in identifying expected student learning outcomes, the department has worked to develop an assessment system that addressed the degree programs (initial preparation, advanced preparation, other school professionals) as well as the Area F Foundation courses (EDUC 2110, 2120, 2130), and SPED 4002. Data from these assessments should allow for documentation of student learning.

The chair asked faculty to provide written feedback on the draft department goals by October 1, 2010. The feedback will be reviewed in preparation of a unit plan to be voted on by the faculty at the next departmental meeting.

Two items related to SACS accreditation were presented to faculty. All faculty need to send Tammie Vickery a CV using the template provided (attached to the minutes). Also, each program area will need to complete the abbreviated syllabus template for each course in the respective programs. The chair stressed reviewing the course description carefully, and if changes in course descriptions are needed, to begin working on those now. Learning outcomes should be addressed from a broad, conceptual level when appropriate. An example was provided



to the faculty to guide their work. The abbreviated syllabi are due to the chair on December 1, 2010.

The next departmental meeting is Wednesday, October 6, 2010, at 9:30 a.m.

