

Minutes Departmental Meeting
August 31, 2011
Noon-1:30 p.m.

Attending: Alice Pollingue, Paulette Harris, Mary Jane Anderson-Wiley, Richard Deaner, Tom Deering, Philip Smith, Kathy Hogan, Mike O'Connor, Charles Jackson, Peggy Ruth Geren, Shannon Jones, Olajide Agunloye, Wayne Lord

Absent: Sam Hardy (Dissertation Defense at Ga Southern) Duane Halbur (Death in family)

The meeting began with a presentation by Dr. Deborah Richardson, Director, Center for Teaching and Learning. Dr. Richardson reviewed opportunities for faculty professional development and invited faculty to a kick-off event on Thursday, September 1, at the Maxwell Alumni House. Reading groups, special presentations, and faculty study groups are planned for this academic year.

Dr. Lord distributed the 2011-12 Department Handbook and highlighted the following:

- Page 3 Advising Responsibilities
- Page 8 will be updated and replacement page provided
- Pages 19-27 travel information and procedures

The faculty agreed to turn in travel reimbursements related to supervision of candidates by the last workday in each month. Dr. Lord shared that holding reimbursements for local travel over several months makes managing the department's budget more difficult.

Dr. Lord requested that travel reimbursement for conference or other professional development travel reimbursements be submitted one week after returning from the conference.

- Page 36 Updates to program information on our department's website can be sent directly to Amanda.

Faculty R&D Proposals for funding this fall are due September 30.

- Dr. Lord is on NCATE site visit September 24 through 27—so will not be available to review and sign R&D proposals.
- Must submit R&D proposal to receive department support for conference or professional development travel
- Include a travel authorization when you bring packet to Dr. Lord.
- Faculty are encouraged to talk with Dr. Lord before preparing the R&D budget section (don't assume \$200 from the department)
- Let Dr. Lord and the Dean sign completed packet before you make the required nine copies

Unit Plan 2011-12

Dr. Lord requested faculty input on developing the Unit Plan for this academic year. He will e-mail to last year's final report. Faculty are asked to advise him on how to connect Comprehensive Program Reviews and College of Education Unit Plan to our department's unit plan. Dr. Lord hopes to have draft for faculty input during September.

Update on Ed.D. Planning for Educational Leadership

The Ed.D. Planning Committee for the Ed.D. in Educational Leadership has met three times. Two subgroups (Halbur and Hardy) working on drafting policies and procedures; (Agunloye and Jackson) working on program design. Dr. Sabina Widner Department Chair Psychology also working with the committee

The committee continues to discuss the purpose of the degree (seeking clarity on its focus, will there be any unique "branding" of EdD from ASU?).

The committee has reached consensus on most Admissions Criteria; they are still discussing whether EdS will be required for admission or if a person could apply with Masters.

Admissions criteria currently proposed include

- Minimum GPA 3.25 EDS or 3.00 with MED
- GRE 500 Verbal and Quantitative and 4 on the writing (MAT 410)
- Interview possibly followed or preceded by writing exercise
- Worked with dismissal/retention policies: only a grade of B or better accepted as successful completion of course; maintain 3.5 GPA

Program Design (still working on...here is where we are presently)

39 hours beyond EDS

- 18 hours core
- 12 hours research
- 9 hours dissertation

Program questions still considering is shared course beyond research sequence with C&I; place for Foundations in the core

Faculty Policies Update

Dr. Geren shared topics/issues that are currently on the agenda for Faculty Policies. She asked for feedback from the department on the Appendix C Matrix for Faculty Evaluation: how useful is it; do we need it?

Quality Matters Online Classes

The Dean has subscribed/joined Quality Matters and will be discussing the use of its standards for online classes at a future COE meeting. Dr. Lord shared that Maureen is looking at WebCT template and updating to address Quality Matters issues; she has been working with Dr.

Hardy—hopes to have mid-September. This should be useful for all faculty teaching online through WebCT.

Dr. Halbur and Hogan are attending QM conference this fall; will bring back resources that can support our department and the COE

Academic Partnerships

Dr. Lord shared an update on Academic Partnerships:

- Developed a rollout sequence of courses for the M.Ed. in Ed Leadership
- EPIC platform will be used for online delivery
- Target January 2012 for first courses (2)
- Five admit periods (2 in fall, 2 in spring, one in summer)
- Sent Substantive Change to SACS and GaPSC

Faculty raised questions and expressed concerns related to the planning and implementation by ASU with Academic Partnerships. Dr. Lord agreed to meet with the Dean and encourage a meeting with the administration.

Departmental Promotion and Tenure Committee

Tenured faculty met and selected Dr. Alice Pollingue (chair), Dr. Tom Deering, and Dr. Charles Jackson to serve this academic year.

Announcements

Spring 2012 term begins with Late Registration on January 9, 2012; classes start January 11, 2012. Classes end May 2; grades are due May 10.