

**College of Education Executive Committee Meeting  
Monday, September 8, 2008**

Present: Elmano Costa, Cathlin Davis, Ruth Fassinger, Juan Flores, Mira Mayer, Oddmund Myhre, Dawn Poole (recorder), Kathy Shipley, Shawna Young (proxy for Fletcher and Deaner)

Absent: Heather Deaner, J. Sue Fletcher, Nancy Jean Smith

Meeting was called to order by Costa at 1:30.

1. Approval of the Agenda

The agenda was approved with the following additions:

- Discussion of the COE and Dean's Goals
- Establishing the department rotation for the Spotlight's featured community member

2. Review of the Minutes of May 6, 2008

The minutes were approved as written. M/S Young/Davis.

Members were asked to review the draft minutes of the COE General Faculty meeting from September 3 and send feedback to Poole by 9/4. The draft will go out to faculty this week.

3. Priority Business

3.1 Goals

The Dean's goals, which were shared at the COE General Faculty meeting, align with the goals articulated by faculty; however, we haven't had a chance as a faculty to formally share our goals with her. If we want buy-in from faculty, we need to immediately begin to work in the spirit of shared governance to establish priorities and determine how to ensure goals are met. Young suggested that the University's Strategic Plan (<http://www.csustan.edu/StrategicPlanning/>) is an effective model to follow since it defines who is responsible for various activities and specifies how things will get carried out. Young distributed the aggregated goal planning information from the spring 2008 COE General faculty meeting. It was determined that at the next COE Executive Committee meeting, we will begin to revisit the mission, prioritize the goals, determine appropriate activities for each goal, and specify effectiveness measures for each one.

3.2 Accreditation Planning

The Dean shared information regarding our NCATE review, and asked for our permission to proceed as well as guidance in the process. She distributed a general timeline of major activities that need to occur between now and our spring 2010 visit. She announced that Oddmund Myhre has agreed to be the NCATE coordinator if it's acceptable to Executive Committee members. M/S Flores/Mayer to support Oddmund's nomination to the position, which passed unanimously; committee members expressed their gratitude to Dr. Myhre for taking on this role. The Dean reported that Karen Sniezek is willing to serve informally in a supportive capacity as well. Karen's report, which

summarized where we were with regard to NCATE in Feb 2007, was distributed. Myhre advised against establishing broad committees at this point, and rather wanted a couple of weeks to determine what we already have and to figure out what steps need to be taken. It was established that a steering committee made up of Myhre, Sniezek, Flores (who has experience with accreditation visits, was chair during the last campus visit, and is a representative from Teacher Ed), and Fassinger would be the steering committee charged with leadership toward accreditation, and that committee would establish ad hoc committees as needed. Myhre will report back to the Executive Committee at each meeting. He emphasized the need for developing a structure that is cross-program so it is not a huge burden on faculty, perhaps using technology to streamline processes. The Dean indicated that a draft of the Conceptual Framework is just about ready, and will be shared with faculty for review in October.

Assigned/release time for coordinators and other participants will be a big factor. Fassinger will re-budget after figuring out what is needed to support each person and then go to the Provost asking for support. Staff support is critical. A new hire in the Dean's office begins Sept 16 or 17; this will help with consistent support.

### 3.3 Ad Hoc Committees

There was a discussion regarding the status of and need for several ad hoc committees to continue.

- MAT: Salisbury, Sayers, Vega de Jesus, and Donnelly were on the committee last year. They need to begin producing documents to move the proposal forward. Young verified that the program is on the 5-year calendar, so appropriate notification has been made in terms of establishing a new program. Costa volunteered to be on the committee to expand membership. The ad hoc committee needs to communicate closely with other committees to ensure problems are not encountered during the proposal writing process. Costa suggested looking at successful models of credential-only and credential + master's program, such as the School Administration program.
- Instructional Materials: The committee met some during 07-08, but did not make a lot of progress. Committee chair, Eileen Kerr, is no longer employed at CSU Stanislaus. It was decided to table this ad hoc committee until strategic planning is done to determine whether it remains as one of our goals.
- Assigned Time: The Curriculum Committee has been charged with the examination of this issue, continuing what was begin in 07-08.

### 3.4 Planning College-wide Meeting on RPT

Members discussed the purpose and desired outcomes of a college-wide meeting regarding RPT, which stemmed from concerns raised during the Fall COE General Faculty meeting. It was decided that instead of a college-wide meeting, department-level activities would be more effective. Meetings between department RPT committee chairs and members, those going up for review, and the Dean to discuss elaborations can assist in communicating expectations consistently across all levels of review. Schulz's

suggestion at the COE Faculty meeting of the importance of the personal narrative was reinforced. In addition, it is critical that department RPT committee decisions are written effectively so they are clear to all those involved in the process.

### 3.5 Mobile computer lab policy

The current policy was distributed to members. Uses of the cart were discussed, as were possible alternatives for a change in policy. The consensus of the committee was to retain the current policy.

### 3.6 Rotation of Featured Community Members in Spotlight issues

It was determined that the rotation of articles by department will be as follows: ASE in fall 08, PE in spring 09, LIBS in fall 09, and TE in spring 10.

## 4. Reports

The agenda item was tabled due to time constraints.

4.1 Graduate Committee Young

4.2 Curriculum Committee Myhre

4.3 Senate Mayer, Davis, Deaner/Hall, Flores

4.4 Departments Fletcher, Poole, Smith, Shipley

4.5 Dean

## 5. Other

No other items were discussed.

M/S Flores/Mayer to adjourn. The meeting was adjourned at 3:00 p.m.