

College of Education Executive Committee Meeting
Monday, September 22, 2008

Present: Elmano Costa, Cathlin Davis, Heather Deaner, Ruth Fassinger, J. Sue Fletcher, Juan Flores, Mira Mayer, Oddmund Myhre, Dawn Poole (recorder), Kathy Shipley, Shawna Young

Absent: Nancy Jean Smith

Meeting was called to order by Costa at 1:33 p.m.

1. Approval of the Agenda

Announcements were added (see Other).

M/S Davis/Fletcher to approve the agenda as changed.

2. Review of the Minutes of September 8, 2008

M/S Young/Mayer to approve the minutes as distributed.

3. Priority Business

3.1 Accreditation Core Committee Report (Myhre)

Myhre developed a refined accreditation timeline, which was distributed. He has been working with CCTC and NCATE personnel to ensure we will comply with requirements for both organizations. We will be assigned a coordinator from CCTC in the next two months who will work with us toward that part of our accreditation. The NCATE side of things is very urgent. We must begin with the Conceptual Framework, which currently exists mostly as bullet points. Beyond the development of the Conceptual Framework, we need to establish habits that are consistent with NCATE expectations. This involves more systematic and frequent communication about goals, the mission, and assessment.

Myhre is determining evidence NCATE wants for each of the standards. NCATE requires a coordinated structure for managing assessment data; the lack of such a structure in the COE reflects the fact we've had multiple deans over the past 5 years. We need to set up a structure to manage the data, and it needs to be done quickly. Fletcher suggested that the PAC model might be a way of making this work. Fassinger said we need to begin documenting the informal conversations we are having with colleagues—calling such events a meeting and creating minutes to get a record of the dialog.

NCATE requires a unit report, not program reports. Program reports are only needed for CCTC. Masters and doctoral programs will be included in the unit report. Programs can submit documents to NCATE to be designated as a nationally-recognized program. We do not currently have any such programs, but could consider this as a long-term goal.

There is much NCATE training online; Myhre will disseminate the information about training to faculty. Flores suggested participating in other institutions' NCATE/CCTC visits as part of the training process.

Myhre indicated we need to set up an online exhibit area. There are a few ways to do this; he will work with Fassinger and Whitman (OIT) to determine the most effective way of addressing this issue.

In the spring 2008 report submitted to CCTC, programs described assessment strategies. We need to examine whether these strategies have been implemented; Myhre will figure out how to support the coordinators in carrying out assessment activities. We must have a year of data to submit as evidence.

We need to develop a realistic budget for NCATE/CCTC that includes funding for program coordinator involvement. Myhre suggested building accreditation into the job descriptions of coordinators to address ongoing assessment needs.

Short-term activities include conversations, both face to face and electronic. A regular structure for reporting assessment data back would be very useful, with templates developed for ease of use. Conversations about the conceptual framework can be initiated at the department level for efficiency.

Myhre was again commended for his progress in the last two weeks; he rocks!

3.2 COE Executive Committee Goals and Strategic Planning

A broad discussion established ways of determining how to prioritize goals and establish benchmarks for each one. If responsibility for a goal has been delegated, Costa will schedule a Time Certain at an upcoming Executive Committee meeting for the charged individual to report on benchmarks and timelines related to that goal.

Goal 1, Accreditation: This has been delegated to Myhre, who has already established a timeline and benchmarks. He will continue to report at each Executive Committee meeting.

Goal 2, Enrollment targets: There was some discussion about the possibility of removing this as a goal. However, there was no clear consensus about whether that reflected the wishes of the group.

Goal 3, Development of an MAT. Fassinger will work with the ad hoc committee to make progress with respect to program documents. There is pressure from Shirvani to develop this as an online program, though we need to determine an approach that is appropriate for us. Documents need to be provided to the COE Curriculum Committee by spring so that the program can be considered by other governance committees for a possible fall 2010 start.

Goal 5, Instructional Materials Center: Assigned to Fassinger since she has been in communication with Bengston about this project.

Goal 6, Doctoral Culture: The primary charge was given to the Lee as Director of the Ed.D. program. He will be asked to report to the Executive Committee.

Goal 7, Math, Science and Special Education: Assigned to Fassinger. It was suggested that we have targets of increasing the number of students coming out of our programs in these areas by 10% per year. Shipley shared that a new general science concentration is in the development stages.

Goal 8, Development of Partnerships. No one was identified as the lead person with regard to this goal. It was suggested that department chairs inventory their programs to develop a list of what is already happening.

Goal 9, Assigned/Release Time: The Curriculum Committee is currently working on the development of guidelines and will likely have something to the Executive Committee in the next meeting or two.

The Goal for the Executive Committee is to have a strategic plan by spring, which will include these collected goals, timelines, and benchmarks.

3.3 Process for Reviewing/Evaluating Lecturers

Deferred.

3.4 Process for Selecting Recipients of the Provost's RSCA Grants

The Provost's new policy was distributed by Fassinger at the COE general faculty meeting, with a more recent follow-up via email. The Provost indicated that colleges could modify the procedures, which currently limit the eligibility to those not already awarded assigned/release time for program coordination, department chair, or other duties. We have about 17 units in our college to distribute, and 3 faculty have already indicated to Fassinger their intent to apply. It was M/S Davis/Flores and approved that the four chairs or a designee will be on the committee to establish procedures and criteria for selection. The review criteria will be emailed Executive Committee members for suggestions since the timeline prevents discussion at the next meeting.

3.5 Online Programs policies

Deferred.

3.6 Ad Hoc Committees

Deferred.

4. Reports

Deferred.

5. Other

Young announced the doctoral cultural forum on Wednesday, Sept 24 from 4-5 pm in P346. All COE faculty are invited and encouraged to attend.

Fletcher announced that she would be unable to attend one of the WASC meetings due to a class conflict. Shipley agreed to stand in.

M/S Young/Davis to adjourn.
Meeting adjourned at 3:05 p.m.