

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: ___Curriculum, Leadership, & Technology 2013 Fall Retreat_____

Chairperson/Responsible Contact: _____Dr. Leon Pate_____

Purpose of Meeting: _____Annual Fall Retreat_____

Date: _8/8/13_____ Time: __10:00 a.m._____ Location: __SLP Room 203_____

Departments/Groups/Agencies Represented: _Pate, Siegrist, Brockmeier, Gibson, Archibald, L. Schmertzinger, R. Schmertzinger, Hsiao, Downey, Dees, Kim, Wiley, Bochenko, Green, Leader, York, Davis_____

Primary Outcomes: _____See Attached Minutes_____

Actionable Items/Planned Follow-up: _____See Attached Minutes_____

Meeting Minutes – 2013 Fall Semester CLT Faculty Retreat

August 8, 2013 @ 10:15 a.m.

8:30 – 9:00	Breakfast and conversation
9:00 – 10:00	Program Meetings – Ed Leadership, Higher Ed, Curriculum & Instruction, Research. (Meeting documentation forms attached).
New Faculty Introductions	Daesang Kim, Michael Bochenko, and Travis York are new Faculty in our department. Each gave a brief introduction of themselves.
CLT Goals for 2013	Handouts were given out and Dr. Pate advised these are a work in progress, based on last year's plan. Comments/questions were entertained and P12 learning goals were discussed.
Personal and Professional Goals for 2012-2013	These are based on departmental goals and improving the process in classrooms. They will become a part of the evaluation process and are due with Faculty Activity Report.
Committee Assignments	Handout given. New faculty need to put this and everything you attend into your VITA; to be entered in Digital Measures.
Graduate Faculty and Doctoral Faculty Status for new Faculty	Graduate Faculty applications have been filed for Associate Faculty status. Need to talk to Dr. Leech concerning Doctoral Faculty status.
Syllabi (Changing again to CAEP Standards)	In-depth discussion concerning this change. Online classes not addressing diversity. SACS portal replaced – now in Digital Measures. COE syllabus format will probably be changing again.
Secretary/Graduate Assistants	Maristella Freire is the new GA replacing Angelina. A tentative draft of the Grad Assistant schedule was given to Faculty.
Copy Issues (Ricoh and Blanche)	Too much overage charges on copy machine. Large copying should be sent to the copy center in the COE building. GA's can drop off and pick-up. Use your judgment.
Office Hours	Faculty required to work a minimum of 10 office hours per week (usually 3 days). Send Shirley your office schedule and also post on your door.
Institutional Effectiveness reports 2012-2013 (Due 9/15)	This applies to Program Coordinators only. Be sure to look at the new format for compatability.
Institutional Effectiveness Plans 2013-2014 (Due 9/15)	This applies to Program Coordinators only. Be sure to look at the new format for compatability.
Room 226 Update	This is a functioning classroom open for use. Will seat 18, but does not have a podium yet.
Doctoral Program Update/ Evaluation of Doctoral Seminar/ Plans for 2nd	Revised in the spring and has passed executive committee. Doctoral Seminar went well with a larger turn-out than expected and expect next one

	in June to be even larger with 1 st and 2 nd year doctoral students. Approx. 200 doctoral students in this department.
Digital Measures/SACS Portal/ Faculty Activity Reports	Handouts given. Need to get your information into Digital Measures and bring it up to date as soon as possible (by 9/3/13). Faculty Fall reports will be generated from this.
NCATE/ CAEP Update	NCATE (National Council for Accreditation of Teacher Education) & TEAC (Teacher Education Accreditation Council) have been consolidated into CAEP (Council for the Accreditation of Educator Preparation. Assessments will change under CAEP – measures will need to be both valid and reliable.
Promotion/Tenure	Dr. Hsiao and Dr. Tsemunhu are up for pre-tenure. Drs. Downey, Fiester, and Archibald will be up next year.
Foundation	This account is in good shape. We spent approximately \$5,000 last year. Foundation pays for things our regular University budget does not pay for.
Dropbox/ Plagiarism Software inside D2L Demonstration	Demonstration given by Dr. Fiester.
Other Issues???	Various other topics were mentioned/discussed as follows: Dr. Karla Hull will be joining our Faculty in the Spring; the Graduation process; Speech Faculty move in January; doctoral students, committees, and chairs; and Blazeview updates