

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 2014 Fall Meeting_____

Chairperson/Responsible Contact: _____Dr. Leon Pate_____

Purpose of Meeting: _____Annual Fall Meeting/Retreat_____

Date: _8/13/14_____ Time: _8:30 a.m._____ Location: _CAC Room 203_____

Departments/Groups/Agencies Represented: _____Pate, Brockmeier, Gibson, Archibald, L. Schmertzing, R. Schmertzing, Hsiao, Dees, Kim, Wiley, Bochenko, Green, Leader, York, Davis, Fiester, Truby, Tsemunhu, Hull, Siegrist, and Downey_____

Primary Outcomes: _____See Attached Minutes_____

Actionable Items/Planned Follow-up: _____See Attached Minutes_____

**Meeting Minutes – Fall 2014 CLT Faculty Meeting
August 13, 2014**

Welcome	<i>Dr. Pate welcomed CLT faculty and staff back from Summer break and also welcomed Dr. Bill Truby to our department and announced that Mike Bochenko is now Dr. Bochenko after defending this summer. Many changes around campus including a new Provost. He will be learning about us as we learn about him. In a meeting with the Provost, the book – “Who Sank the Boat?” was mentioned and Dr. Pate asked everyone to look over it and reflect.</i>
Department 2014-15 Goals	<i>Handout was given out and reviewed. Dr. Hull voiced a concern for revisions needed for Higher Ed.</i>
Committee Assignments	<i>Handout given. Dr. Lorraine Schmertzling is now the chair for Personnel, rather than Dr. Siegrist. There are COE committee vacancies. The various committees and vacancies were discussed. Those up for Promotion & Tenure need to volunteer for committees since you are required to serve on two for COE and one for the university.</i>
Promotion & Tenure and Peer Review of Teaching	<i>Drs. Tsemunhu, Hsiao, and Leader are up for promotion. Dr. Archibald is pre-tenure and Drs. Wiley and Siegrist are post-tenure. There has been a change in policy for tenure. The “Peer Review of Teaching” handout was given out and adopted for use for the departmental process after brief discussion. September 15, 2014 is the date for pre and post tenure packages to be submitted.</i>
Syllabi	<i>There is a new format in place. All syllabi are required to be in the new format in Blazeview and other locations, but can be fairly general in scope. They also must be loaded into Digital Measures. Grad Assistants can enter 9999’s. Be sure to send Shirley an electronic copy of syllabi.</i>
Budget/Travel	<i>We have very little money. Practically none for travel – only about \$500 per person, other than supervision/teaching. The GOML Grad Assistant budget was cut from \$387,000 to \$41,000. Try to take advantage of other funds such as faculty scholarship, etc. Apply early. Higher Ed still has some travel money. Use it appropriately and wisely. Foundation has \$15,000, but if we use it – once it’s gone it’s gone. We are trying to get sponsors. If you participate in the Foundation, it counts as contributing to council funds and is tax exempt and payroll deductible.</i>
Grad Assistants	<i>We weren’t sure if we were going to have any, but ended up with four. The GA stipend was reduced, which helped secure enough funding from a combination of GOML and Graduate money. We have a dedicated GA room (#246) where they can go and work on projects.</i>
Copier	<i>Reminder to send dissertations and large print jobs to Blanche in the COE copy center.</i>
Office Hours	<i>Ten (10) hours per week minimum and at least three (3) days a week. Give Shirley your hours. We are flexible and travel does count. Summer office hours are required and faculty need to be in contact with the office on a regular basis. Ten-month faculty still need to be</i>

	<i>here occasionally, even when not under summer contract because of dissertation work, reports, and other information needed.</i>
PSC PRS Reports	<i>Due 8/29/14 or ASAP.</i>
Institutional Effectiveness Reports/Plans	<i>Due 9/15/14</i>
Dissertation Loads	<i>These were discussed. Need to chair and serve on research committees and reach out to other faculty to serve on committees and get students through this process.</i>
SOI Results	<i>Student Opinions of Instruction are being reviewed. In the past two years, there have been some common results that were not very favorable. Dr. Pate reviewed a list of the eight (8) most common negative opinions.</i>
Doctoral Program Update	<i>We have approximately 245 active Doctoral students for Fall 2014. These don't bring in much money, but our other programs make enough money to run the Doctoral programs. The next Seminar is already being planned for June 20-21, 2015.</i>
Digital Measures	<i>Be sure you keep it up to date.</i>
NCATE/CAEP Update	<i>Is due soon. We may be asked for data.</i>
New Neighbors/Kitchen	<i>Discussed briefly. Communication Arts has moved in downstairs. Have 15 – 20 faculty/staff. We will be neighborly, but the kitchen needs to be kept clean and orderly.</i>
Records/File Room	<i>All student files will be stored in a central file/records room #240. This is a secure area that will allow access to student files when their advisor is not available for questions, etc. Dr. L. Schmertzling voiced concerns about interpreting information from her files and giving students/others misinformation. A cart and totes will be ordered to facilitate the transport of files throughout the department. Also, Grad Assistants will purge the Inactive files.</i>
Other Issues for the Good of the Group	<i>Dr. Pate is pushing for Open Registration. We have approximately 635 students in our programs and that is a lot to get registered at one time. If anyone has any influence in this area, that would be great.</i>
	<i>Literature Review assessments are no longer required by the college.</i>
	<i>Dr. Archibald is President-Elect of Faculty Senate.</i>
	<i>Colin Powell's 13 Rules of Leadership were reviewed and a few of them emphasized.</i>
Meeting Adjourned!	<i>Programmatic Meetings to start after lunch.</i>