

**Reich College of Education
Administrative Council
Minutes**

October 4, 2011, 10:00 am, Room #417, Dean's Office Conference Room

Members Present: Charles Duke (chair), Doris Jenkins, David Wiley, Robin Groce, Jim Killacky, Monica Lambert, Michael Jacobson, Ellen Carpenter, Rob Sanders, and Lee Baruth

Members Excused: N/A

Guests: Ken McEwin

1. Approval of the Minutes from the September 20, 2011, AC Meeting: Minutes were approved without any changes.

2. Proposal

College of Education- Department of Curriculum & Instruction

COE-CI-MGE-2011-1

Change the Master of Arts in Middle Grades Education (major code 742*/13/1203 [T] with four concentrations [Language Arts Concentration Code 472B; Mathematics Concentration Code 472C; Science Concentration Code 472D; Social Studies Concentration Code 472E] by:

- a) Deleting as a degree requirement for the Master of Arts in Middle Grades Education CI 5055 Connecting Learners and Subject Matter.
- b) Deleting as a degree requirement for the Master of Arts in Middle Grades Education CI 5045 Advanced Topics in Diversity.
- c) Deleting CI 5600 Middle School Philosophy and Organization as a degree requirement for the Master of Arts in Middle Grades Education and from the catalog.

COE-CI-MGE-2011-2

Add CI 5550.Successful Schools for Young Adolescents/(3).F. as a new course and degree requirement for the Master of Arts in Middle Grades Education.

COE-CI-MGE-2011-3

Add CI 5650.Middle Level Instruction and Assessment (3)S. as a new course and degree requirement for the Master of Arts in Middle Grades Education.

COE-CI-MGE-2011-4

- A. Change the name of CI 5750.Teaching Young Adolescents/(3)S. to CI 5750 Teaching Diverse Young Adolescents and change the course description.
- B. Change the name of CI 5850.Middle School Curriculum/(3)F. to CI 5850.Middle Level Curriculum/(3).F. and change the course description.

COE-CI-MGE-2011-5

- A. Change the number of hours required for concentrations (language arts, mathematics, social studies, science) from 11-12 semester hours to 9-15 semester hours.
- B. Change the number of elective hours in the Master of Arts in Middle Grades Education from 0-3 to 0-8 semester hours.

C. Add a degree requirement that candidates for the Master of Arts in Middle Grades Education who do not have middle grades teaching experience must successfully complete a three semester hour graduate level middle grades internship (CI 5900.Internship/Practicum/1-6.F;S).

C&I Proposals 1-5 were approved with minor editorial changes, most notably the projected number of graduates from the program (currently listed as 5).

- 3. Draft Regarding Re-assigned Time/ Scholarship:** Discussed the draft on reassigned time for scholarship and made a number of changes. C. Duke was charged with making the necessary edits to the document and sending it to chairs who, in turn, would present to their faculty for discussion; feedback to AC is expected at the next meeting. Among the items for discussion was the need to make certain that faculty understood the document addressed only the criteria for qualifying for reassigned time; departmental criteria for promotion/tenure are separate. (revised draft attached).
- 4. Department Assessment Plans:** Discussed the Department Assessment Plan (DAP) with particular focus on assessing the levels of scholarship in a department; consensus was that we did not like the idea of quantifying scholarship with an emphasis upon increasing numbers of publications each year by a certain number or percentage; a preferred approach would be to indentify the base line for departments—see item 3—and then adjust as appropriate.
- 5. Faculty bios:** Chairs were reminded that we still need to be sure all faculty, including adjuncts, have their bios updated; the list of those whose bios are not updated has shrunk but a number of faculty, mostly adjuncts, still have not completed the updating. Since a number of those still not updated were student teaching supervisors, R. Groce indicated she would follow up with them while they were on campus this week.
- 6. Program Coordinators:** Undergraduate program coordinators do not qualify for the 8 percent stipend and typically do not receive reassigned time; however, RCOE does permit reassigned time for undergraduate program coordination at the discretion of the chair in consultation with the Dean.
- 7. International Student Teaching:** Placements for international student teaching will not be made for spring 2012; we wish to review all details of the process in conjunction with the Office of International Education and Development to clarify the responsibilities of each.
- 8. Curriculum vita:** Chairs will need to obtain electronically a complete vita from each faculty member that is current up to Dec. 31, 2011; this collection is for SACS accreditation purposes; vita in Digital Measures for most faculty do not encompass past years dating back to the time of degree, etc. Chairs should start now to insure they have all vitas by the end of the semester.
- 9. Headcount:** Data regarding the overall headcount enrollment in the college for both on and off campus were distributed; projections appear to be “flat lined” at this time for growth off campus with modest growth projected for on campus. Overall headcount for off-campus students has decreased significantly.
- 10. Draft of Provost Discussion Topics:** Provost is still scheduled for Nov. 1 to visit the college. The size and make-up of the faculty group to meet with the Provost need to be clarified and C. Duke will seek that information.

11. Building: Efforts are still underway to fix the lighting in the building; wireless reception in the building appears to be somewhat sketchy in various areas; mobile hubs are being added to accommodate heavy wireless use.

Next AC Meeting is scheduled for October 18, 2011, at 10:00 am, in Room # 417, Dean's Office Conference Room.