

**Unit Department Head/
Director Meetings**

DEPARTMENT HEAD MEETING MINUTES

College of Education & Professional Studies

August 3, 2011

Attending: Drs. Hammett, Harbor, Chandler, Riley, Turner, Goodwin, Dr. Jess Godbey, Ms. Sharon Padgett, and Mr. Mike Zenanko

Absent: Dr. Kelly Ryan, Mr. Terry Marbut, and Dr. Jordan Barkley

- Dr. Hammett welcomed everyone to the Department Head meeting.
- Please e-mail Rosemary Harper your unit report.
- Dr. Hammett discussed the new registration process for the Fall semester. The only major change will be the dates of advisement, which will begin on August 8th and continue until the start of the semester.
- Dr. Hammett stated that the I.T. and Distance Education departments have developed a technology to send students a text message, email, and a voice mail warning them that they are about to be dropped for non-payment of tuition. He stated that he hoped this would keep so many from being dropped and then having to be re-entered into the system.
- Dr. Hammett discussed the Admission's Report. He said the overall university numbers looked good for the Fall semester. He said that the numbers on new incoming freshmen were up by around five hundred.
- Dr. Hammett discussed the Quality Enhancement Plan. He stated that SACS required us to have a plan for implementing it. He asked everyone to discuss it with their faculty and report back with ideas from them.
- Dr. Hammett discussed the Apple professional development effort in association with the Piedmont partnership. He stated that on either September 12 or 26 (most likely the 12th) representatives from Apple will be on campus. They will meet in the Gold Room and anyone supervising an undergraduate practicum in the Fall needs to be in attendance.
- Dr. Hammett asked Mr. Mike Zenanko to discuss the College Flow Chart. Mr. Zenanko discussed the new layout, which now includes the In-service Center and AMSTI. He asked everyone to look over the names and ranks of their faculty and forward any corrections to him.
- Mr. Zenanko also discussed the filming of the new college videos. He stated that the filming was scheduled for August 11th and would start at 8:00AM. Dr. Hammett discussed different venues that they are hoping to showcase the videos on in the future.
- Dr. Hammett discussed the Grade Appeal Process. He passed out the current draft and went over the changes that he and Dr. Barkley had developed. There were a number of questions and much discussion about this issue. Some of the questions had to do with: does the Department Head overrule the instructor, the length and deadlines in the process, the order of the steps in the process, the use of copyrighted material by the students in the process, and who may and may not attend meetings in the process.
- Dr. Hammett discussed the upcoming College Meeting. He wants the Department Heads to give a brief bio of all new faculty when they are introduced. He wants everyone to be thinking about the agenda for this meeting and will discuss it at the next Department Head meeting. He said that advisement on that day would begin at 1:00PM on August 29th.
- Dr. Hammett discussed the new Mentoring Handbooks. He said the final printing was now done. He asked everyone to make sure that their mentoring teams were set up and to meet with their faculty and go over the handbook.
- Dr. Hammett discussed the Online Course Evaluation issue. He said that Mr. Frank King was developing a plan to bring in the consultants from Blackboard. There was much discussion about this issue. Questions were raised about going back to online office hours and how the evaluation should examine the course in specific areas and also have an overall evaluation component.
- Dr. Hammett discussed the committee assignments. He reminded everyone that recommendations are due to him by August 12th.
- Dr. Hammett discussed the In-Service Center. He stated that we had taken charge of it as of June 1st. He said that Ms. Vicky Brown is the assistant director and does the day-to-day running of the center. She

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

would like to retire and then continue on in the position as a part-time employee. A letter has been sent to the state Ethics Committee to see if this is possible. If it is not, Dr. Hammett will be posting a position as the Director. This position will pay the same as a Department Head. He stated that Dr. Ryan might be interested in making this move. Dr. Hammett will let everyone know how this turns out.

C&I

- Dr. Teresa Gardner presented at the Alabama Educational Technology Conference in Birmingham, AL on June 16, 2011. The title of her presentation was *Selecting Appropriate Technology for Students with Disabilities*.
- Dr. Melinda Staubs was invited to attend the 2011 Summer Fellowship in Korean Studies in Korea from June 21-July 7, 2011. She served as a curriculum coordinator. This is her second year to attend.
- Mrs. Jennifer Strain attended the Gulf Coast Conference on the Teaching of Writing in Destin, FL, on June 27-30, 2011.
- Dr. Nina King was invited to attend the Apple Executive Briefing in Cupertino, CA, on June 29-July 1, 2011.
- Dr. Gena Riley presented at the Live Text Conference in Chicago, IL, on July 10-14, 2011. The title of her presentation was *Promoting a Culture of Continuous Improvement in Teacher Education: Assessment and Live Text*.
- Dr. Teresa Gardner presented at the Alabama Department of Education Mega Conference in Mobile, AL, on July 19-21, 2011. The title of her presentation was *Using Technology With an Increasingly Diverse Population of Students*. Dr. Gardner also attended the Alabama Federation of the Council for Exceptional Children Executive Board meeting as state President-Elect 2011-2012.
- Dr. Dale Campbell retired from our department as of July 31, 2011. She has been part of our faculty since 2004.

COMM

- No Unit Report

EDRS

- Dr. William Kiser attended the ASCD Summer Institute on Differentiating Instruction, What Works in Schools, Understanding by Design and Curriculum Mapping in Boston, MA, June 30-July 3, 2011.
- We have three new faculty members in the EDRS department joining us for fall semester. Dr. Priscilla Wilson and Dr. J. Todd McGahey with the Counselor Education program. Dr. Wilson graduated with her Master's from the Counselor Ed program at JSU. Dr. Linda Allen with Instructional Leadership.
- The EDRS Department sponsored a Professional Development opportunity for online course delivery Tuesday, July 12, 2011, 1:30 pm – 3:00 pm, RWB 309. We had a great turnout and the training was very informative. The session was taped and will be downloaded to the EDRS Newsletter on our webpage.
- Dr. Mary Montgomery-Owens is currently attending the Oxford Roundtable in Oxford, England.
- EDRS Graduate Assistant, Dorina D'Ippolito, married JSU Secondary Math graduate, Jason Smith, in June. Jason teaches math at Hoover High School.

FCS

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- Ms. Kim Townsel presented at the Alabama Career Technical Education professional development conference held in Birmingham on July 11-13, 2011.
- Family and Consumer Sciences hosted a Blackboard/Wimba Classroom training update on July 21, 2011. Dr. Jordan Barkley conducted the training for FCS faculty. There were fifteen people attending.
- Final comprehensive exams were given to the department's third graduate student, Ms. Paige Shaddix on July 28-29, 2011. Ms. Shaddix successfully completed the exams and will receive her Master's degree at summer commencement.

HPER

- Dr. Jeff Chandler attended National Strength & Conditioning Association National Conference in Las Vegas, NV July 5-10, 2011.
- Dr. Glenn Roswal attended International Symposium on APA and Board of Directors Meeting in Paris, France July 2-11, 2011.
- Dr. Roland Thornburg attended LiveText Conference in Chicago, IL July 10-14, 2011.
- Dr. Glaucio Scremin attended the conference "Blackboard World", Las Vegas from July 12 to July 14.
- Dr. Glaucio Scremin attended the "Association for Authentic, Experiential, and Evidence-Based Learning (AAEEBL) ePortfolio World Summit 2011" in Boston from July 25 to July 28.
- Dr. Glaucio Scremin has an abstract accepted for a presentation at the 9th Annual Sport Marketing Association Conference, which will take place in Houston, Texas from October 26-29, 2011.

Secondary Education

- The annual Secondary Education Advisory Council meeting was held on Friday, July 15, from 10:00 a.m.- 2:00 p.m., in Mason Hall. There were 31 participants representing JSU administration and faculty, graduate and undergraduate JSU students, as well as in-service teachers and administrators from local school districts. The previous year's data was reviewed, program changes were discussed, and recommendations were made by the attendees regarding the strengths and weaknesses of current programs.
- Dr. Jordan Barkley, Associate Dean, CEPS, and Interim Secondary Education Department Head, presented, "Promoting a Culture of Continuous Improvement in Teacher Education: Assessment and LiveText", at the annual LiveText conference held in Chicago, Illinois, on July 13.

Teacher Service Center

- No Unit Report

Technology & Engineering

- No Unit Report

TV Services

- Completed "Gospel Music Southern Style Refresh" #5 - #7.
- Completed "JSU Today" Special Edition featuring Dr. Harold McGee.
- Completed "JSU Today" Special Edition featuring Harvey Jackson and Rick Bragg.
- Videotaped a long form video on captioning for JSU's Disabled Student Services and a national organization, DCMP (Described and Captioned Media Program). The *Described and Captioned Media Program* is a free-loan library of accessible educational media for use by teachers and family member of students with hearing or visual impairments. The final edited project will be seen on the DCMP website as well as Youtube. The last video TV Services produced for DCMP has received 13,000 hits so far.
- Completed "JSU Today" Special Edition featuring Frank King and Rick Davis.

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- Videotaped laboratory exercises for HPER to be edited, narrated and posted online on Blackboard for students to learn the skills demonstrated.
- Completed “Gospel Music Southern Style Refresh” #8.
- Completed “JSU Today” #147 featuring Ralph Burke as our *person of the week*. Sports featured the OVC Media Day.
- Begin taping segments for a new Distance Education commercial for JSU Mobile. This will air on-line at Blackboard.

Wellness/Anniston

- No Unit Report

Next meeting will be Wednesday, September 7, 2011 at 1:30 pm in the RWB Conference room.

DEPARTMENT HEAD MEETING MINUTES

College of Education & Professional Studies

February 1, 2012

Attending: Drs. Hammett, Barkley, Harbor, Chandler, Turner, Goodwin, Ryan, Hathcock, Ms. Ronda Ray, and Mr. Terry Marbut, Ms. Tori Gaddy,

Guests: **Ms. Laurie Charnigo, and Ms. Kelly Osterbind**

Absent: Mr. Mike Zenanko

- Dr. Hammett welcomed everyone to the Department Head meeting.
- Please e-mail Rosemary Harper your unit report.
- Dr. Hammett asked Ms. Laurie Charnigo from the University Library to discuss the issue of library resources that support our college programs and accreditation requirements. She stated that she wanted to make sure there were enough library resources for our online education programs. She went over the current list of online programs and asked for updates. She passed out a form for the Department Heads to fill out. This would let her know if there were journals, books, or other resources that they needed her to acquire. She discussed our resource needs in terms of the NCATE review. There were a number of questions and concerns that were voiced. One issue had to do with study guides for the PRAXIS II exams. There was also a question about the issue of the remedial plagiarism seminars and how effective they were being and what could be done to improve them. There were also questions about the use of electronic textbooks. Dr. Hammett thanked her for her help and the information she had provided.
- Dr. Hammett asked Ms. Kelly Osterbind to discuss the issue of using mini semesters during the Fall/Spring timeframe. She discussed what program areas might be interested in this, in particular the Special Education programs. She discussed the implications that this could have financially, both on faculty pay and on student’s tuition. Dr. Hammett thinks that this would be especially helpful to people in the graduate program. There was much discussion about various pros and cons of such a concept. These included questions about the benefits versus the problems, graduate versus undergraduate implications, how it could possibly affect the Summer schedule, and the impact on scholarship and PACT money. She also discussed the development of a waiting list for courses that would be very helpful in knowing how and when to add new sections. There were a number of questions about this. Dr. Hammett asked the Department Heads to talk to their faculty about the benefits of using the mini semesters.
- Dr. Hammett discussed the issue of Internship Supervisor pay. He stated that he is exploring the idea of developing a new policy because not all supervisors are performing the same duties or putting in the same

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number of hours. He stated that there was a major difference between what supervisors in the Education side did as opposed to what some on the Professional Studies side are doing. There was much discussion from the various departments about what their personal did in this area. Dr. Hammett asked all the Professional Studies Department Heads to write him up a description of what their people do in this area and send it into him by March 1st. There was a discussion about the possibility of paying supervisors per head and also of having a specialized clinical faculty. Dr. Hammett will put something together on this issue and get back with everyone.

- Dr. Hammett went over some of the changes to the catalog. He asked everyone to have any such changes into him by tomorrow.
- **Announcements:**
- Dr. Hammett reminded everyone that Saturday was Preview Day.
- Dr. Hammett asked the Department Heads to encourage their faculty to be busy exploring and learning about the Digital Measures that David Thornton is developing.
- Dr. Hammett discussed the issue of troubled students. He stated that if anyone had suspicions about a student being in a troubled situation of some type they should refer the student's name to Dr. Tim King.
- **Council of Deans:**
- Dr. Hammett discussed the handout dealing with the Distinguished Lecturer and Professor. He asked everyone to look it over and let him know if they had any questions or suggestions.

C&I

- Dr. Melinda Staubs presented at the National Council for Social Studies in Washington, D.C., on December 1-2, 2011. She had two presentations: *Using Notable Tradebooks to Teach Diversity and Instructional Strategies*.
- Mrs. Janet Bavonese, Mrs. Jennifer Strain, Dr. Kyoko Johns and Dr. Jennifer Troncale presented at the Tennessee Reading Association in Murfreesboro, TN, on December 5, 2011. The title of their presentation was *Passing on the Love of Literacy through Energized Math and Science Lessons*.

COMM

- No Unit Report

EDRS

- Kiser, J.D. (Presenter), Alabama Counseling Association – Chapter V and JSU Wesley Foundation Professional Seminar, “C. S. Lewis: His Life, His Work, His Writings, His Theology, and His Theory of Counseling”, Public Library of Anniston and Calhoun County, Anniston, AL (2012) – February 9, 4:30 pm.
- Dr. Jerry Kiser serves as co-chair of the membership committee of the Alabama Counseling Association, Chapter V.
- CHP in the EDRS department Spring 2012 – is up over Spring 2011 by \$40,000+.
- Drs. W. Kiser, Montgomery-Owens, Allen, Barnes, and Herring will attend
- EDRS will sponsor Blackboard/Collaborate training February 22, 2012, 9:00 am – noon, RWB 309 with Carey Smouse.
- Drs. Allen, Montgomery, W. Kiser, Herring and Barnes will present at the SITE (Society for Information Technology & Teacher Education in Austin, TX, March 5-9, 2012
- Drs. Herring and Barnes will present at the AACE (Association for the Advancement of Computing in Education) this summer in Denver, CO.

FCS

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- There are 909 students enrolled in FCS courses for the Spring 2012 semester.
- On January 19, 2012, Ms. Paula Napoli attended the Alabama Partnership for Children Board of Directors meeting held in Montgomery.

HPER

- No Unit Report

Secondary Education

- Dr. Linda Mitchell attended an advisory meeting/conference planning session for the Social Studies Council of Alabama, in Montevallo, Alabama, on January 23.
- Ms. Emily Sims presented “Content Literacy” at a faculty in-service workshop at Glencoe High School, on January 3.
- Ms. Sims was a guest speaker at the University of Alabama-Gadsden Campus, on January 28. Her topic was “Selecting a Dissertation Topic.”
- Dr. Charles Notar published “Show What You Know: ePortfolios for 21st Century Learners,” in The College Student Journal, December 2011, vol 45, no 4.

Teacher Service Center

- No Unit Report

Technology & Engineering

- Technology Fairs scheduled for March 2 and March 16. Increased registration expected again. Need workers! Please try and get increased participation from college faculty and staff. Maybe even students?
- Bids for transportation center expansion came back \$75,000 over anticipated cost. Project is at a stand-still. President Meehan to be updated so that a decision can be made regarding the status of the project.
- Terry met with Ralph Burke (JSU Gadsden) and Tim Green (GSCC) on Tuesday to discuss possibilities of offering JSU courses on the Gadsden campus. After a productive first meeting, plans are to continue to gather information and determine if this project should be pursued.
- Terry is scheduled to make a presentation to Pleasant Valley high school students on Thursday of next week.
- The department is working hard to finish the accreditation self-study report. This document has to be delivered to the accrediting agency at the end of the month.

TV Services

- Produced the “Thursday Night Nets” high school basketball game, “Mountain Brook at Spain Park” for WABM Channel 68 in Birmingham.
- Produced “JSU Today,” #171. Our person of the week featured Harvey Jackson talking about his upcoming book. The Special Event of the week was a package about the Southerners in London. Parade and sight seeing footage was edited together into a package that was shot by Communication student and Southerners’ videographer Logan Huggins.
- Produced the “Thursday Night Nets” high school basketball game, “Thompson at Pelham” for WABM Channel 68 in Birmingham.
- Videotaped the Jacksonville State University Football Team Awards Banquet. Not only did JSU TV videotape the banquet but we also supplied the audience with live video broadcast on the numerous televisions placed on the 5th floor of the stadium. This added to the event in that it allowed the audience to better experience the awards ceremony as it would otherwise be difficult to see well due to placement of tables and the large number of attendees. Footage from the event will also be seen on “Inside Gamecock Athletics” and “JSU Today.”

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- Taped "Inside Gamecock Athletics" #90 featuring Coaches Green, Watts, and McGinnis.
- TV Services completed eleven new videos for Distance Education. These videos will be used to enhance the capability of the JSU Mobile app for iOS, Android, and Blackberry mobile devices. The current Maps module provides a graphical representation of campus, but the addition of the video clips will lead app users on a "Virtual Tour" of the campus, where they both see and hear about the main campus buildings and become acquainted with campus services. TV Services will be including additional campus buildings in the near future.

Next meeting will be Wednesday, March 7 8, 2012 at 1:30 pm in the RWB Conference room.

Unit Superintendents Consortium

SUPERINTENDENTS CONSORTIUM
November 21, 2011

Attending:

JSU-

Dr. John Hammett, Dean, College of Education & Professional Studies
Dr. Jordan Barkley, Associate Dean College of Education & Professional Studies
Dr. Kelly Ryan, Teacher Service Center
Dr. Jeff Chandler, HPER
Ms. Kim Townsel, Family Consumer Science
Dr. Debra Goodwin, Family Consumer Science
Dr. Bill Kisor, Educational Resources
Dr. Alicia Simmons, Inst. Research and Assessment
Mr. Mike Zenanko, Instructional Services Unit
Mr. Terry Marbut, Technology and Engineering
Dr. Jerry Smith, College of Education and Professional Studies
Dr. Tommy Turner, Educational Resources
Dr. Mary Montgomery, Educational Resources
Dr. Linda Allen, Educational Resources
Ms. Ronda Ray, Clinical Experiences

Superintendents-

Ms. Jan Hurd, Donoho
Mr. Joe Dyar, Calhoun County Schools
Dr. Bobby Hathcock, Pell City Schools
Dr. Michael Barber, Pell City Schools
Mr. Jeff Goodwin, Oxford City Schools
Mr. Jon Campell, Jacksonville City Schools
Mr. Matt Akin, Piedmont City Schools

I. WELCOME

Dr. John Hammett

Dr. John Hammett welcomed everyone and had the members introduce themselves. He thanked everyone for attending the meeting and for the work they do in their schools and at the university.

II. INSTITUTIONAL RESEARCH & ASSESMENT Dr. Alicia Simmons

Dr. Hammett asked Dr. Simmons to address the issue of institutional research and assessment. Dr. Simmons discussed their efforts to fund research and talked specifically about the 21st Century Classroom efforts. She stated that they would be selecting ten students for internship in a 21st Century Classroom environment. They will use this experience to try and learn more about what the teachers will need, what type of technology they will use, and the training they will require for it. She would like to team with any of the school systems for a potential research study. She asked anyone that is interested to please contact her.

III. INTERNSHIP UPDATES

Ms. Ronda Ray

Dr. Hammett asked Ms. Ronda Ray to give the internship update. Ms. Ray discussed the growing importance of team teaching and that this was a direction the university was moving toward for all of its interns in the future. She also discussed the idea of combining the Practicum and Internship together and stated that this was also a direction they would be going to in the near future. She talked about two pilot programs. One is the video project where students are recorded during their teaching for evaluation and reflection. The other has to do with the yearlong internship idea. She said that they had received very positive feedback on both of them.

IV. TECHNOLOGY & ENGINEERING

Mr. Terry Marbut

Dr. Hammett asked Mr. Terry Marbut to give an update from the Technology and Engineering Department. Mr. Marbut went over a handout about the upcoming Technology Fair. He reminded everyone that due to the growth in turnout for them, they were having two separate events. There will be one for the Northeast Region on March 2, 2012 and one for the Central East Region on March 16, 2012. He said if there were any questions or needs to please contact him. He also discussed the efforts of JSU to become a hub for the Best Robotics project. This would allow them to service the school systems in our region.

V. NCATE BLUE RIBBON REPORT

Dr. John Hammett

Dr. Hammett discussed the NCATE Blue Ribbon report and handout. He went over the key points in the report and specifically focused on the "What Needs To Be Done" section. He used this to discuss our own efforts to strengthen our teacher candidates and improve the Internship process. He stated that his goal is to have a strong partnership with our surrounding school systems without becoming a burden to them. He asked everyone to carefully read over the entire handout.

VI. CO-TEACHING MODEL

Dr. John Hammett

Dr. Hammett discussed the St. Cloud report and handout on the Co-Teaching model. He stated that he had looked into obtaining their training and announced that they would be coming to JSU in the Spring for a two day workshop. They will be providing training and instruction regarding their Co-Teaching Model. Dr. Hammett wants to involve people from our college as well as the surrounding school systems. His goal is to eventually place all teacher candidates into a Co-Teaching environment for their Internship and then to incorporate it into the Practicum as well. This practice, along with the yearlong Internship, will be two major developments for our college.

VII. SCHOOL REFORM

Dr. John Hammett

Dr. Hammett discussed recent news reports about efforts at school reform in the state legislature. He also discussed a recent meeting that Senator Del Marsh spoke at where the topic was also discussed. This led to a very long discussion that centered primarily on the subject of charter schools. There was much conversation about the implications this movement would have on the

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

public school system in Alabama. Issues such as graduation rates, state funding, and accountability were discussed. Dr. Hammett stated that he would like to have a meeting with the Superintendents and invite Senator Marsh to meet with them to discuss this issue in greater detail.

VIII. CURRICULUM UPDATES

Dr. John Hammett

Dr. Hammett asked for curriculum updates from various departments. Dr. Tommy Turner announced that the Teacher Leader program has been approved. It is a thirty-hour program, which will help provide leadership skills. It is an online program and the prerequisite is a Master's Degree in any teaching area. He also gave an update on the EDS Library Media program, which should begin in Fall 2012. Dr. Nina King gave an update for the Curriculum and Instruction department. She stated the Elementary Education Master's program would be going totally online in Fall 2012.

IX. ISSUES FROM SUPERINTENDENTS

Dr. Hammett asked the superintendents to share any issues they are currently facing or are concerned with in the future. The main issue raised had to do with teachers using social media sites in unprofessional ways and the need to do a better job of instructing them about this issue.

Unit Evaluation Committee Meeting

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

College of Education & Professional Studies Evaluation Committee Meeting Minutes 10-10-11

Members Present: Kim Townsel, Jerry Kiser, Teresa Gardner, Teje Sult, Sharon Padgett, Time Roberts, Jordan Barkley, Dana Ingalsbe, and Lynetta Owens.

Members Absent: Tommy Turner, Gena Mabrey, Patrick McGrail, Augustine Ihator, and Jimmy Griffin.

Dr. Tim Roberts opened the meeting by thanking all those who could attend. He then asked if anyone would be willing to record minutes for each meeting. Dr. Barkley volunteered to record minutes beginning with this meeting. Dr. Roberts then shared the minutes he recorded from our October 03, 2011, meeting, and with no corrections to those minutes, he proceeded with the meeting.

Dr. Roberts directed our attention to the work Dr. Tommy Turner had completed in anticipation of his absence at our next meeting. He shared printed copies of what Dr. Turner had emailed to the group. As discussion of this document commenced, Dr. Roberts also shared copies of the IDEA Administrator Evaluation brought to the meeting by Dr. Jerry Kiser. Discussion of the evaluation process included the following:

- Do we need to include performance rating variables? (meets, exceeds, etc.)
- Length of the document (whichever we choose or design) may be an issue for those completing the form.
- Can we collapse areas on the document created by Dr. Turner so that all areas of Maxwell's Leadership are addressed in fewer subcategories?
- Is the IDEA Evaluation document customizable?
- The areas on the Maxwell document from our initial meeting were all addressed on some level by the IDEA document, and the IDEA document also provided space for qualitative feedback.
- Digital Measures may be able to help with this type of evaluation. (Kiser)

Because the IDEA Administrator Evaluation document is already in existence and because we also already use IDEA for other on-campus evaluations, the committee recommended that Dr. Roberts meet with Dean Hammett to present the idea that we may simply use this document. Dr. Roberts said that he would meet with Dean Hammett and have Dr. Hammett determine whether the idea would proceed to the Provost's Office.

Dr. Roberts stated that once he met with Dr. Hammett and had news, he would get back with us and set up our third meeting. With no other business mentioned, the meeting concluded.

Curriculum Committee Meetings

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Jacksonville State University
College of Education and Professional Studies
Curriculum Committee Meeting Minutes
October 20, 2011

Attending: Drs. Thornburg, Thornburg, Ryan, Barkley, Townsel, Roberts, Godbey, and Padgett

Dr. R. Thornburg called the meeting to order.

Dr. Roberts from FCS presented FCS 327 Nutrition in the Life Cycle. 3 credit hour course. Prerequisite – FCS 322. How age, growth, and normal development influence the nutritional requirements for individuals at each stage in the life cycle.

The new catalogue description is to add another option as a prerequisite – FCS 215 – Introduction to Nutrition.

Motion to Accept – Dr. G. Thornburg
2nd Motion to Accept – Sharon Padgett
All in favor.

Educational Specialist (Ed.S) – Curriculum and Instruction – Removal of several requirements for the educational specialist program.

Applicant must possess a master's level clear and renewable teaching certificate.

Remove for all fields other than SPE, the applicant must possess 5th year certification in the same area as the chosen concentration.

Remove candidates who have masters level teacher certification in a field other than Collaborative teacher/SPE.

See attached notes from the Catalog.

Motion to Accept – Sharon Padgett
2nd Motion to Accept – Jess Godbey

Curriculum Committee Meeting
February 8, 2012
Ramona Wood Building

Welcome

Attending: Drs. Kiser, R. Thornburg, McGrail, Hilber, G. Thorburg, Barkley, Ms. Townsel and Ms. Padgett

HPER - Dr. Roland Thornburg

1. Alternative 5th year program - HPE 540 Law and Ethics - is being deleted from this program only. It will remain in the traditional program. AQTs was not in the Alternative 5th

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year program. HPE 520 – Teaching Methods – now the standards will be in both. Catalog had the information but the State Dept did not.

Motion – Dr. Hilber

2nd Motion – Dr. W. Kiser

All in favor.

EDRS – Dr. Tommy Turner

2. ECG 530 – Introduction to Marriage/Family Counseling – New Graduate Course – Experimental course changed to a permanent course for the program.

Motion – Sharon Padgett

2nd Motion – Dr. G. Thornburg

3. EFD 670 – Facilitating Quality Instruction in Mathematics with Colleagues - New Graduate Course – Standards , Math Teachers and strategies . Open to anyone that wants to take it for certification renewal . These are the only 2 required by the state (math and literacy) Instructional coaches is the name and used across the board. Will start in the Fall 2012.

4. EFD 672 – Facilitating Quality Instruction in Literacy with Colleagues – New Graduate Course. Standards , Math Teachers and strategies . Open to anyone that wants to take it for certification renewal.

Motion – Dr. Hilber

2nd Motion – Dr. McGrail

All in Favor

5. Ed.S. Program in Instructional Leadership – Program Addition. Added hours and lost students, changing program from 36 hours to 30 hours. Going to beef up EFD 615 and EFD 622 make it more effective.

Not going to require IL 504.

Teacher Leader and Ed.S. will be online in the Fall.

New program Ed.S. AA class, 30 hours for people that want to be department chair or academic coach etc. This is a Leadership skills course. Problems course working specifically with leadership staff. Adjuncts will teach these courses. The leadership courses are EFD 670 and EFD 672.

Required and deals with best practices. 5th year level – Teacher education certification in any subject. The master's students will need to get their EdS. There will not be a Master's in the Leadership program.

Motion: Ms. Padgett

2nd Motion: Dr. Hilber

All in favor.

Unit Department Meetings

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Curriculum and Instruction

Faculty Meeting, November 9, 2011

- o Wellness Wednesday, Noon -1 p.m. in Room 115 East Mason hall. Meals for faculty and staff are \$7; students may eat for \$5. Take out orders are available. For reservations, please contact Lynn Steward at (256)782-5054.

 - o The College of Arts and Sciences conducts an annual student research symposium each February to "publicly display and acknowledge the best work of students." This year they have graciously consented for the College of Education and Professional Studies to join this wonderful event. If any faculty member is interested in assisting students to participate, the online submission form may be located on the College of Arts and Sciences main webpage. The deadline for this year's submission is January 31st.
1. Education Reform - email from Rosemary, per Dr. Hammett; opportunity to sit down with Senator Del Marsh to discuss education issues.
 2. GPA Policy - email, need to check, ideas LiveText Portfolios
 3. Thank you to Teresa, Larry and Lori - Major/Minor Fair
 4. Spring 2012 Advisement - January 9th and 10th. 8:00-6:00, sign-up sheet will be available in office, need commitment from each faculty member by November 15th.
 5. Steve's Retirement Reception - November 17th, 2:00-4:00
 6. Intern Reception - December 5th, 4:00-5:00, Phyllis Taylor's house; Jennifer will be putting information about Outstanding Intern Award in your mailbox this week.
 7. Make sure that adjunct and prorate are updated each semester about LiveText and the appropriate artifacts.
 8. Sign-up for Digital Measure Professional Development.
 9. Search Committee Report - Teresa
 10. Nina -Ipad pilot program for two faculty members this spring, one is in the CEPS and one in the Arts and Sciences. IT will supply around 20 students in her class with iPads.
 - 11.. May/Summer I/Summer II Courses

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

EDRS Departmental Faculty Meeting
Tuesday, September 20, 2011, 1:30 pm, Room 301

Present: Drs. J. Kiser, Barnes, Herring, Allen, W. Kiser, Morris, Wilson, McGahey, Wallace

Absent: Drs. Fox (CACREP Review) and Montgomery-Owens(medical)

- Dr. Turner welcomed our new faculty - Drs. Priscilla Wilson, Todd McGahey & Linda Allen and presented them with a CEPS coffee mug.
- Dr. Turner discussed the Mentorship Program – every new faculty member will have a mentor assigned for information, questions, guidance, etc. The appointment of mentors are:
 - Dr. W. Kiser – Dr. Linda Allen
 - Dr. N. Fox – Dr. Todd McGahey
 - Dr. J. Kiser – Dr. Priscilla Wilson

Program Reports –

Instructional Leadership -

- ✓ first semester Master's in I.L. online program doubled enrollment over last year.
- ✓ I.L. faculty will be presenting together at the So. Reg. Conference on Educational Administration in St. Louis November 3 – 6, 2011
- ✓ Dr. W. Kiser is on a committee to develop curriculum for a grant at Piedmont City Schools (\$200,000.00 that could be renewed for three years.) The grant is to fund an enrichment program for Piedmont students. JSU undergraduate students will help and be paid stipends. We could also place I.L. interns there in the summer.

Counselor Education –

- ✓ C. Ed. faculty have two main goals – to bring the Ed.S. program totally online and to redesign the MS program to go from 48 – 60 credit hours by the CACREP deadline of 2018.
- ✓ Admitted the largest single group into the C. Ed. program since the interview process began.

Library Media –

- ✓ Planning for the Ed.S. in Library Media. Paperwork was submitted to the State Department and received back with only a few minor changes to make. The plan is for Drs. Morris, Herring and Barnes to teach the Ed.S. courses to satisfy the faculty requirement. This should be online Fall 2012.
- ✓ Dr. Morris is presenting in September at the Annual GA International Conf on Information Literacy in Savannah and in October at the School Librarian Conference in Minnesota.
- ✓ Dr. Morris announced her engagement to be married.

Instructional Technology –

- ✓ Drs. Herring and Barnes will be involved with the STEM grant again this year. Bringing in three more schools and focus is still on Robotics.
- ✓ Dr. Herring reminded everyone that Dr. Barkley will be looking at the links to the Learning Outcomes by mid-semester. If you need help linking the Learning Outcome Rubrics, let Dr. Herring know.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- ✓ If you need help developing Rubrics for your courses, please let Dr. Herring know.
 - ✓ Please inform Dr. Herring of any website updates.
 - ✓ Dr. Herring will be running the summer data for NCATE in Livetext soon. If you have not done your assessments for summer, please do so as soon as possible.
 - ✓ If you have any news or articles for the CEPS newsletter, please get that to Dr. Herring and make sure when presenting at Conferences to have someone take pictures for the newsletter.
- NCATE Timeline – September 15, 2011 is the mark for two years prior to our NCATE visit. This means we are in the primary collection of data time period now.
 - Digital Measures – Check your email from Dr. Rebecca Turner for the requirement for using the new vita collection program. This is being implemented University-wide to pull info primarily for SACS accreditation. Login to your myjsu account, along the left hand side (bottom) click on Digital Measures and follow instructions. You will be expected to have the last five years information input by the end of fall semester. Go to the help link, if needed. Training on the new system will be Friday, September 30, 2011 and Monday, October 3, 2011. Get started inputting as soon as possible. This will become a part of the Annual Faculty Evaluation.
 - Online Course Evaluation – (handout) - \$1750.00 stipend for developing and teaching an online course the first time after course is reviewed with rubric in the handout. Must achieve accomplished or exemplary for payment to be received. If you don't reach accomplished, you may continue to teach the course & have it reviewed again. For courses in the fall, do your self-evaluation of the course and submit to the Department Head for review. After fall semester, prepare self-evaluation and course will be reviewed and you will be notified who to send the self-evaluation to. All spring 2012 courses must be self-evaluated by November 18, 2011. You may go to the Distance Learning webpage, click on faculty resources and the PDF for creating an exemplary course for assistance. There are recommendations in place to provide faculty with a person who can assist with online course development.
 - Budget/Travel – make sure to apply for travel grants – due October 15th. If you do not receive a travel grant for travel made in the fall semester, remember to reapply in the spring even if the travel has already occurred.
 - Reminders –
 - ✓ We need an electronic copy of every syllabi every term. Please email to Deanna, who will then forward to the Dean's office for NCATE data collection.
 - ✓ Keep an advisement trail on every student.
 - ✓ In the summer or when you will be away from your office for an extended period of time – please change your voicemail to indicate this to students. Also, make sure to place on “auto-reply/out of office” response on your email.
 - ✓ If your office hours change, please post a note on your office door and notify the departmental office.
 - CHP – Student population is up except in particular areas and for reasons that we are aware of. Be aware that this is under scrutiny that our CHP is down and not everyone is aware of the reasons. We are doing all we can to increase CHP in our department.
 - New & online Programs – we will continue to grow and strengthen in these areas.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- Recruitment – encourage your students to recruit friends/colleagues.
- Committee Assignments – these are available on the CEPS webpage.
- Training on Monday, September 26, 2011, 1:30 pm – 4:30 pm in the Gold Room, Bibb Graves - A rep with APPLE will be on campus for training on the topic: Student Engagement and Facilitating Student Learning. Dr. Turner needs a rep from each program area to attend.

MEETING ADJOURNED

EDRS Faculty Meeting

September 11, 2012, 1:30 pm

Room 308, RWB

Present: Drs. Wilson, Montgomery, J. Kiser, Allen, W. Kiser, McGahey, Morris, Herring, Barnes

Guests: Drs. Reinisch, DeVito and EDRS Grad Assistants

Absent: Dr. Wallace (CACREP Review Team)

Dr. Tommy Turner opened the meeting by introducing our two new Graduate Assistants, Kristen Magouirk and Ivy Patterson. He also introduced Dr. Lou Reinisch, Department Head of Physical & Earth Sciences, who was visiting to share his presentation on The Collaborative Classroom. Dr. Reinisch did a 30 minute presentation on power point outlining room 206 in MAH. The room was his creation and promotes active engagement with students using current technology and inviting surroundings. This is not the typical sterile, uninviting classroom. Dr. Reinisch invited everyone to visit room 202 and if any assistance is needed with designing a similar room, he is happy to answer any questions.

Dr. Mary Montgomery-Owens did a short presentation on effective teaching of online courses. She described how she establishes a personal environment with students through the use of email. She brought up the fact that we need to establish new ways of making the online classroom as accessible and personable as the lecture classroom. Several faculty commented that releasing the cell # to students has proven to be very effective and is not misused by the students. Dr. Herring announced a new notification feature in Live Text. If the feature is selected by the instructor, the students will receive an email when an assignment is graded, when a new assignment is posted, when an assignment needs to be re-submitted and reminders of when projects are due. Faculty felt that this adds a personal touch as well. Dr. Herring is happy to share the directions. Let her know if you need assistance.

Several faculty have offered synchronized sessions for online courses and one is required by the Exemplary Course Design Rubric.

Faculty discussed the fact that on campus office hours are not convenient for our graduate students. Morning/afternoon office hours clash with working schedules of most students. They have found that virtual office hours later in the evening seem to work for the hectic schedules of graduate students.

Dr. Turner discussed an assessment issue with online courses. Assessments must show progress and assignments should “build upon each other”. Accreditation agencies look for progress throughout a course.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Dr. Turner announced that Drs. Barnes, Wallace, and Herring will be seeking tenure/promotions this semester. Drs. J. Kiser and Morris are waiting to get final word on applying for Distinguished Professor.

Our budget level this year is challenging. Dr. Turner encouraged everyone to apply for Travel Grants. Applications are due no later than October 12, 2012.

This summer JSU became a WIFI campus. We have identified one weak spot at the east end of RWB in the area of room 301. Please let us know if you are aware of other weak spots so they may be reported to I.T. Wireless printers have also been installed in all dorms on campus.

Students may access needed information and save it to the "Cloud". Later in the dorm, the needed information is retrieve from the "Cloud" and printed by swiping their student ID card.

There is possibility that wireless printers will be installed in each building on campus.

Loading of Spring 2013 courses is going on now. Please get all information for spring 2013 offerings to Deanna no later than September 24, 2012. Students will be able to view spring offerings October 1, 2012. Don't forget to include hybrid meeting dates and online virtual meeting dates.

The administration is doing a survey to find out if faculty would like a change to the academic calendar. They are considering starting fall classes on Thursday or Friday of the previous week we have typically returned. This way the Monday classes do not get behind with the Labor Day holiday. In concession to this change, we would get the whole week of Thanksgiving off.

Everyone seemed in agreement that this is a great idea.

Enrollment Trends – The department as a whole is up in credit hour production. Dr. Rebecca Turner is asking that everyone be wise in planning for the summer term. Students are not enrolling for summer like they have in the past due to financial aid not being available. Dr. Tommy Turner has made a proposal to have only one summer term. The May obligation would stand, but after that there would be one summer term listed in banner with the flexibility to teach during certain timeframes within that term.

We need to continue with recruitment efforts. Dr. Turner stated the need to magnify and grow our Graduate programs because they are attractive, accredited, etc.

The Superintendent of Butler County, Dr. Darren Douthit, would like our department to attend the first in-service of the year in January. Dr. Douthit prefers to hire JSU graduates because he himself graduated from JSU. This is a great opportunity to attract students from that area.

Instructional Leadership faculty attended an in-service in Cleburne County and distributed materials for our graduate programs. He was given five minutes to talk with the group of teachers and allowed to set up a table for questions/information.

Dr. Morris announced that she had attended the JSU Education Fair and had made several contacts and had the opportunity to discuss the LM program with several people.

Dr. Turner announced that the Graduate office will be participating in the GA Circuit for recruitment and representatives from all graduate programs. If you have any ideas regarding this, please let us know.

ALACATE will fund I.L. internships.

Program Reports

C.Ed. – enrollment is good. Dr. Wallace is currently away serving on a CACREP Review team at Indiana State University.

IL – Faculty presented at the Southern Regional Council on Educational Administration conference in New Orleans last week. Faculty is pleased with enrollment for fall. 19 were admitted in the MS program, six in Teacher Leader and one in Ed.S.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

LM – Dr. Morris wishes enrollment had been better for the Ed.S. program but due to the late date of the approval, it appears that enrollment will be better for spring.

EIM – Dr. Barnes stated they have some full classes and have added seats to some of those. He said that some graduate students are choosing other universities because they expressed to him that the application process is too much to deal with at JSU. He stated that in his experience, the website is not easy to navigate and it is very difficult to find the information you need. Dr. W. Kiser stated that I.L. faculty offer an electronic brochure for prospective students and it has been very helpful. Dr. Turner also recommended putting the course of study for each program into the online newsletters. For an example, visit the C.Ed. newsletter.

Dr. Turner thanked everyone for their hard work and encouraged all to make use of our two graduate assistants and their skills.

Meeting was adjourned.

Family and Consumer Sciences Faculty Meeting September 12, 2011

September 19 will be first faculty senate meeting. Ms. Boggs will be our representative. Dr. Goodwin reported that FCS is up in credit hour production in undergraduates this term, but down in graduate.

Dr. Goodwin has sent Dr. Andrews the syllabi for our core courses, she will tell us changes that need to be made. Lynn has prepared a rubric for the Body Of Knowledge, choose the top three that you are meeting. We need to be very specific, only marking the ones that line up with major assignments.

The following assignments were made for the upcoming events:

Preview day :

September 2011 – Ms. Napoli and Dr. Goodwin

February 2012 – Dr. Roberts

April 2012 – Ms. Boggs

(Ms. Townsel will have to check her schedule with UA to see when she can attend.)

Graduation:

Fall 2011 – Ms. Napoli & Dr. Goodwin

Spring 2012 – Ms. Townsel

Summer – Dr. Roberts and Ms. Boggs

In regards to accreditation, Dr. Goodwin asked the faculty to submit any changes or additions to form C. This information comes from Form 3 which is why it needs to be more detailed. She asked the faculty to look at forms and make changes, include Summer 11. Faculty were asked to give updated forms to Lynn or Dr. Goodwin within a couple of weeks.

Dr. Andrews will be here on Sept 16 from 1:00-4:00. Standard II is the primary focus for the meeting on Friday. Lunch will be served at 12:00.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

AAFCS membership will be paid by the foundation for one year. Please submit your application to Lynn to be initiated or renewed.

Regarding the budget, Dr. Goodwin gave all faculty members a budget request sheet and asked the faculty to use it to make requests for their area. She would like these back by October 1. Faculty are to see Lynn if they need information on prior expenditures. Lynn will file the forms, this will be used to determine how to use the upcoming budget.

A new washer and dryer was purchased for upstairs, the old one was moved downstairs. The set downstairs was not working correctly. Also, adding a door to the conference room from the hallway was discussed. Dr. Goodwin asked for input from the faculty, who all agreed that it would be more convenient than having to enter the conference room through the kitchen or Dr. Goodwin's office. We will proceed with the request to have the door installed, hopefully during the break between Fall and Spring semesters.

Family and Consumer Sciences Faculty Meeting March 22, 2012

Present: Dr. Debra Goodwin, Dr. Tim Roberts, Ms. Kim Townsel, Ms. Robbie Boggs, Ms. Jeannie Frazier, Ms. Lynn Steward

Absent: Ms. Paula Napoli

Ms. Boggs reported from Faculty Senate: the IT department is looking into having wifi cover the entire campus. She also reported that faculty were finding summer schedules in Banner not user friendly. SGA elections will be held on April 5. New levels are being introduced for instructors/professors. There were 300 students who attended Higher Ed day earlier this month. The university auditor, Tony Bennett, is now auditing all travel. Faculty are encouraged to keep copies of all travel receipts.

Ms. Boggs is selling T-shirts for FCS Club. Digital Measures are due by May 1st.

Dr. Goodwin reported that Ms. Paula Napoli has decided to retire due to health issues. Ms. Jeannie Frazier will be advising the Child Development Students this semester. Ms. Jill Marsh will teach FCS 352 in May. Ms. Houston will continue to cover FCS 460.

Dr. Goodwin reported that a faculty member will need to chair the search committee for a Child Development chair. Dr. Hammett has asked about our enrollment and seems to be agreeable to the department also seeking an FCS Generalist position.

Senior Reception will be held on April 20 at 2:00. Jami Gilliard will be providing leadership as part of her coursework in FCS 438, Principles of Culinary Management. Sodexo will provide drinks and chicken fingers.

Faculty discussed removing FCS 458 from Child Development checksheet and dropping the math requirement to a lower level math or finance class.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Ms. Townsel asked for volunteers to help with Teacher Ed candidate interviews. Interviews are scheduled for April 17 and May 15.

Preview Day will be held on April 14. Ms. Townsel and Ms. Boggs agreed to attend along with Dr. Goodwin.

Lynn will order nameplates for doors similar to the ones in Secondary Ed.

After discussion, the following scholarship and outstanding student awards were decided upon:
2012 Outstanding Students in FCS

Human Sciences:	None
Hospitality & Culinary Management:	Jami Gilliard
Dietetics:	Cindy Moon
Merchandising:	Kanani Miller
Child Development:	None

~~Virginia Yocum Award: _____ Jami Gilliard~~
(This was rescinded at April faculty meeting due to recent issues with student.)

Scholarship Awards

Yocum	\$1000	Morgan Cox
Matthews	\$500	Amie Hill
Sowell	\$750	Elizabeth McFate
Clark	\$500	Zeithun Abas

Department of Secondary Education
Meeting Minutes
October 11, 2011
9:00 a.m., 216 RWB

Present: Dr. Jordan Barkley (Associate Dean/Interim Department Head), Dr. Charles Notar, Dr. Edric Ha, Dr. Joseph Akpan, Ms. Sharon Padgett, Ms. Emily Sims.

Excused: Dr. Sheila Anne Webb, Dr. Linda Mitchell (both presenting).

Dr. Barkley provided an agenda and handout for the meeting. Faculty were reminded to return the projected course load sheets.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Department Head Updates

- Dr. Barkley and Ms. Padgett are serving on the College Evaluation Committee and working on administrator evaluations. IDEA is being reviewed for use since it is already available.
- Apple initiative is still progressing.
- LiveText assessments will be preliminarily checked.
- Advisors are needed for the spring term on January 3-6. Send an email to Dr. Barkley if you are interested in volunteering for any of those days. The time will be 8-4:30, \$150 per day. Once anyone interested has submitted their email, Dr. Barkley will coordinate assigned days.

Information and reminders

- TEP interview dates are Tuesday, October 25th, 1:30 p.m., and Tuesday, November 15th, 1:30 and/or 3:30 p.m.
- Pre-registration opens November 7.
- Pre-registration closes December 1.
- Registration Opens December 12.
- Classes and office hours for spring 2012 begin January 11.
- Keep copies of advisement signup sheets for future reference.
- LiveText representative is Ms. Padgett.
- Discussion was had concerning student difficulty in passing content area classes and one-on-one tutoring.
- Dr. Barkley reminded faculty to give timely feedback on student assignments/grades.
- Dr. Barkley will resend information regarding accepted course substitutions.

Curriculum Committee Update

Methods instructors have met in regards to course work. The undergraduate course map was discussed. After admission to the Teacher Education Program, students may start their education block, with the first courses being ESE 304, ESE 305, and ESE 329. If additional hours are needed, then add ESE 331, ESE 383, or SPE 300.

The handout for the undergraduate course map was discussed. Each course was covered regarding the minimum information discussed in the class. It is being considered whether to move Learning Outcome 1 from ESE 329 to the special methods classes (ESE 420-424). ESE 485 has had an online registration form developed by Ms. Ronda Ray for use in the spring term. Once students are enrolled in the class, they will complete the informational form. Ms. Sims is utilizing VAT this term in her ESE 485 section.

The November meeting will be Tuesday, November 8, 9:00 a.m., 216 RWB.

This meeting was concluded at 10:45 a.m.

**HEALTH, PHYSICAL EDUCATION, AND RECREATION
FACULTY MEETING
FEBRUARY 9, 2011**

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Attendance: Chandler, Jumper, Bolgar, Fleetwood, Galloway, Griffin, Harris, Mabrey, Pope, Roswal, Scremin, and Thornburg.

1. ESW report – Scale Back Alabama is going on and we have 35 four person teams participating. HPE 441 students are leading Learn & Burn every Wednesday from 12:15-12:45, today there were around 30 people.
2. Wellness Wednesday sold out last time. The next one will be March 2nd and will feature David Mashburn's Shrimp & Grits with White Chocolate Bread Pudding for dessert. April 6th will feature the chef from Effina's.
3. LiveText Rubrics for NCATE – requested sample portfolios for Standard I.
4. Please check current summer and fall schedules on Banner – athletes are already getting advised.
5. IDEA – open through end of finals or last day of class – majority vote last day of class.
6. Sponsorships/advertising at local schools – could be a NCAA violation.
7. Blackboard issues – SafeAssign, perhaps other issues?
8. Preview Day is April 2nd from 9:00-12:00 – need volunteers.
9. Faculty Research Awards – Chandler will send you information regarding this. Encourage everyone to participate.
10. Find work to keep Catalina and Lydia busy.
11. New pictures are needed for exhibit board.
12. New copy machine needed – start getting prices.
13. Regional basketball games begin Monday, February 21st.
14. The positions are posted – searches will begin soon.
15. Dr. Melinda Bolgar is leaving JSU to attend Physician Assistant school at UAB.

HEALTH, PHYSICAL EDUCATION, AND RECREATION FACULTY MEETING September 12, 2012

Attendance: Chandler, Andrews, Fleetwood, Galloway, Gilbert, Griffin, Hill, Mabrey, Pope, Rains, Scremin, and Thornburg

Absent: Jumper

1. PE Graduate Program – curriculum changes for next year, Alt 5th year EIM 503
2. ESW/Wellness Center – ESW curriculum changes for next year (ESW meeting); student application process to ESW.
3. Wellness Wednesdays will be October 17th and November 14th.
4. Faculty meetings, alternative date – second Thursday at 3:30 p.m. – we will meet October 11th and November 8th.
5. “Flipped classroom” in Physical Education.
6. iPad Initiative
7. Majors Club/Honor Society – Abby Fleetwood and Donnie Andrews are taking over now. There are a lot of new members signing up.
8. Gamecock Gallop/Youth Run – Saturday, October 27, 2012 – volunteers needed.
9. Spring/Summer schedules – anticipated schedule changes. Spring schedule must be loaded before October 1st. Summer schedule will be coming up pretty soon.
10. List of classes Arts and Sciences need to put on-line.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

11. Technology Forms – policies for notebooks/iPads, etc.
12. Graduation Checkouts in REC and ESW – calculate hours/GPA in major, hours/GPA in minor.
13. Student deadline for Graduation Application – Fall (July 1st), Spring (November 15th), and Summer (April 15th).
14. Faculty deadline for checkouts to HPER Office – if student needs to register for more classes we need to be able to notify the student before last day to add a class.
15. HPER Webpage – contact Allen Gilbert with updated information .
16. Major/Minor Fair – Thursday, September 20th 1:30-3:30 p.m. – REC display and HPER display.
17. To Graduate faculty from Dr. Delap – Graduate Program Open House (same day as Preview Day) room 213 Stephenson Hall 9:00 a.m. – 12:00 noon, Saturday, September 29, 2012 and Family/Homecoming Day front lawn of TMB, 11:30 a.m. – 2:30 p.m. Saturday, October 27th.
18. Employee Health Fair – Tuesday, September 18th 10:00 a.m. – 2:00 p.m. on the 6th floor of Stadium Towers.

Department of Secondary Education
Meeting Minutes
March 13, 2012
9:07 a.m., 216 RWB

Present: Dr. Jordan Barkley (Associate Dean/Interim Department Head), Dr. Sheila Anne Webb, Dr. Charles Notar, Dr. Linda Mitchell, Dr. Edric Ha, Dr. Joseph Akpan, Dr. Emily Sims, Ms. Sharon Padgett.

Department Head Updates

- STU 101 (Handout) – This is a new mandatory course for first time students with less than 24 hours completed. There will be 46 sections, with 30 seats per section. It is a zero credit hour class. There will be a \$500 stipend for teaching the course.
- Student Complaints (Handout) – Complaints by students should be sent to Dr. Tim King in the student affairs office. That office is in charge of logging formal complaints. This information is also collected for NCATE. (Examples: repeated attempts to reach advisor during office hours; no email responses; no-show at scheduled appointment. There must be a documented lack of response.)
- Summer Graduation – The date will not be moved and will still be August 10. There is a possibility that faculty will not be required to attend summer commencement, just fall and spring.
- Blackboard – Blackboard will be down May 2-May 6. May term begins on the 7th. Be sure to have all course work loaded before May 2.
- ECE Registration – 2,000 students were eligible for registration, only 700 registered. Remind students who have passed EH 101 and 102 and have 60+ hours to register for and take the ECE.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

- Summer Registration/Payment Information (Handout) – Financial aid has been impacted.

Faculty Senate Update

Dr. Mitchell reported that the VP talked about the internet updates being made around campus for wireless upgrades. Voicemail will be able to go straight to email via voice file. This will not be mandatory and you may sign up only if you want this.

Student recruitment is being addressed by promoting the University. Alumni relations is to help with recruitment.

Faculty Senate discussed the final version of the distinguished professor and lecturer positions. Handouts will be provided. Dr. Barkley noted that there is a link on the CEPS website that details the current promotion/tenure guidelines under Faculty/Staff Material, then Faculty Evaluation.

Scholarship Update

Ms. Padgett provided a handout with educational candidates listed. She will get more information from Mr. Mike Zenanko regarding award criteria.

Dr. Mitchell announced that comprehensive exams will be April 5th, the week after spring break. She has had two study meetings with one more scheduled. There will be more at the beginning of summer and they will continue during each term.

Title II Reports

Dr. Barkley reported the results of the Title II reports. Discussion was had concerning the pass rate being reviewed by NCATE. New programs will be in place in 2013 after NCATE has been on campus. Work needs to be done with A&S to find where the weakness is.

There was discussion regarding the year-long clinical experience, the pros and cons, and kinks to be worked out. It may be redesigned in 2014. It was noted that faculty prefer grades versus pass/fail.

Faculty Evaluation

Documents are on the CEPS webpage with a tutorial. It is all in LiveText. It takes longer to complete and must be done by May 4. Submit to Dr. Barkley for his review. It will then be shared with the JSU admin account once the interview is concluded.

Outstanding Student Updates

Dr. John Hammett, Dean, CEPS, has requested public relations press releases with the outstanding student information each semester. A feature story should be submitted to PR.

Department Head Interview

Dr. Denise De Vito will be on campus Friday, March 16, for an interview. An agenda was provided.

Exhibit 6.3.a Samples of Minutes from Committees within the Unit

Curriculum Committee

ESE 425 is scheduled to be taught in the fall. Dr. Mitchell and Valerie Gamble (C&I adjunct) will be teaching this.

Other

Dr. Barkley recognized Ms. Padgett for obtaining her Ed.S. last fall; Dr. Sims for obtaining her Ph.D.; Dr. Notar for his promotion to Professor; Dr. Mitchell for her promotion to Associate Professor and being tenured; and Dr. Webb for working towards her Master Conservationist certificate.

Reminders

- Students who may still be experiencing registration problems in Banner should see Mrs. Battles. A few old program students are still enrolled.
- Remember to complete LiveText mid-term checks.
- Remind students of the D/F grade and GPA letters.
- Digital Measures must be completed by May 1.
- TEP interviews are set for March 22. TEP Interviews will be held May, June, and August.

The next department meeting will be April 10, 9:00 a.m.

This meeting was concluded at 10:57 a.m.