
1. Welcome
Dr. Brenda Gulledge called the meeting to order at 3:00 p.m. and welcomed the faculty.

2. Approval of Minutes
The minutes from our last April faculty meeting are unavailable.

3. Introduction of New Faculty Members
Dr. Gulledge introduced the following new faculty members: Dr. Linda Blanding, Jackson Campus; Ms. Claudia Joplin, Jackson Campus; Dr. Toshiharu (“Tom”) Matsumoto, Martin Campus; Ms. Joyce Swan, Martin Campus.

4. Celebrations
Since there are quite a number of items for Celebrations, Dr. Gulledge will be compiling a list for distribution to the faculty.

5. Faculty Senators
Our representative on the Faculty Senate for this academic year are Drs. Frank Black, Ann Duncan, Ginny Esch, and Kathy Evans. At each faculty meeting, time will be set for any communication from the Senate through our senators.

6. Committees
A complete listing of University Committee assignments is on the web. Departmental Committees are being evaluated to see where changes need to be made. A copy of the university committee assignments for members of our faculty, as listed on the web site, was distributed to the faculty. Several faculty said they were on committees not listed. Dr. Gulledge said we would check the master list on the web for these committees.

7. NCATE
Due to a conflict involving the chair of the Mock Visit, NCATE personnel want to push back the date until November 22-25. Dr. Gulledge stated that this is a good thing as it will give us a little more time to prepare.

8. Syllabi on the Web
Dr. Gulledge thanked the faculty for their work and cooperation in getting syllabi on the web. Kristy asked that the faculty who had not turned in their syllabi electronically please do so, or if they have already put their syllabi and/or handouts on their own web page that give her the URL so it can be posted in the departmental list.

9. Conceptual Framework
As soon as our office receives the final corrected copy, we will forward it to the faculty. Kristy will make the changes on the web syllabi and duplicate a copy for the notebook.

10. Auditors will get us!!
Dr. Gulledge advised the faculty that we can no longer make personal calls on university phones and reimburse the department. If we were audited, we would not be in compliance with university policy because the calls are not taxed. Faculty are required to get a calling card so the phone company bills the faculty member, not the department. Kristy has forms for obtaining a calling card. Your cooperation is appreciated.
11. **COW**
   Faculty should get your new e-mail account on “mars” in order to use the COWs. Ms. Rhonda Shanklin has provided instructions for getting these accounts. (email Angela at the following address: afortner@utm.edu or call the Computer Help Desk (7900) and let the attendant know they want to "setup a new login and password/email account") This should be done well in advance of using the COW.

   Dr. Gulledge stated that a faculty in-service should be scheduled for using the new COWs. Ms. Shanklin said that she would talk to the computer center and let the faculty know when this would be set up.

12. **New Video in Paul Meek Library for checkout**
   Eight new videos are now available in the library, including VIDEO 4398 Teaching the Academically Diverse Classroom.

13. **Development Committee Meeting**
   A University Development Meeting will be held on Saturday, September 20, 2003. The College of Education and Behavioral Sciences will be spotlighted at this meeting. Dr. Hall and the departmental chairs will present the program. Dr. Gulledge asked the faculty for suggestions for two students from our department to talk about their experiences as students. It was agreed that there should be one graduate student and one undergraduate, and that perhaps a third student should be selected in case they are needed. After some discussion, Jon Gardner was selected as the graduate student to be asked to participate. Several undergraduate students were suggested, and it was decided that Twana Talley would be asked to participate. It was also decided that since Glinda Wilson is already very vocally supportive of our program, she would be a good alternate.

14. **Education Directory**
   A 2003-2004 Education Directory has been purchased as a good faculty and student resource and will be placed in the LRC.

15. **TSAC (Tennessee Student Assistance Corp) for Education majors**
   Dr. Gulledge advised the faculty that students may be asking about student loans for education students, especially a loan whereby repayment can be waived if the student teaches in the area for the agreed upon time period. Ms. Bobbie McClain, Director, Office of Student Financial Assistance, has sent loan information to share with students and prospective students majoring in education. Additional information can be found at the following web site: [http://www.state.tn.us/tsac/grants.htm](http://www.state.tn.us/tsac/grants.htm). Additional sources of loans are 1) EDLOAN: available to teachers seeking their Master’s Degree in Education ([http://www.edsouth.org/edsouthapp/content/collegeandgrad_students/shared/loans/studentloans/edloan/intro.aspx](http://www.edsouth.org/edsouthapp/content/collegeandgrad_students/shared/loans/studentloans/edloan/intro.aspx)), and 2) Student loan cancellation opportunities: [http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab+repaying](http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab+repaying).

16. **New Equipment**
   At the end of 2002-2003, the Department ordered two notebook computers, two rolling carts, and two projectors. This equipment has arrived. Their usage is delayed because the carts were “too low” and had to be returned.

   Dr. Gulledge also shared information with the faculty about the new mobile computer labs on campus. We are part of a pilot program for these. We have a Macintosh Mobile Lab as our part of the program, and will be submitting information and comments at the end of this year as to the usefulness of these carts and whether the campus should purchase more.

17. **Enrollment**
   Enrollment continues to be a concern. We need to recruit, recruit, recruit!!!

18. **Reminders:**
   Dr. Gulledge reminded the faculty to post their office hours (10 hours per week), and to give Kristy a copy. They were also reminded of several forms available. If a final exam time must be changed, a form must be
filled out and routed for signature to approve the change. When a request is made to teach a class By Arrangement, a By-Arrangement Form must be completed. These forms are currently available from Kristy, but they will be available on the web in the near future. Referral forms for the Counseling/Career Center are available from Kristy or from the Center.

19. **Summer School**
The faculty were advised that we must re-examine our summer school offerings and that we should look at designing new courses to appeal to our public school teachers, put courses online through the department, and be creative in meeting the needs of students. Dr. Gulledge said that she had talked to several of the faculty regarding suggestions. Dr. Michelle Arant reminded the faculty that we should be mindful of school calendars, and that if possible we could call them “Institutes” so we can be creative with the calendars. This would make it possible for public school teachers to attend without using their whole summers and without overlapping in-service days at the beginning of the year.

Dr. Gulledge told the faculty about Reelfoot Research Facilities and that she had been invited to go on a tour of that Center in the future. Any interested faculty in the department may also go on the tour. Dr. Gulledge will let the department know when the tour is scheduled. Drs. Bill Austin and Paula Gale met with Dr. Gulledge to discuss the Center. Plans are in progress to bring back the workshops for faculty or teachers at Reelfoot. They have asked for suggestions for workshops and asked if anyone in our department would be interested in participating.

20. **Blue Sky Committee**
Dr. Gulledge asked if the faculty would be interested in a “Blue Sky Committee”, to collect monies for flowers or cards for illness, deaths, etc. Dr. Rosetta Washington made a motion that we form such a committee and that Dr. Bonnie Daniel serve as the chair of the committee. Dr. Arant seconded the motion, and the motion carried. Dr. Daniel will write appropriate guidelines and share them with the department for consideration at a later date.

21. **NASA Recourse Center**
Ms. Shanklin introduced Mr. Cody Gobel, the graduate student who will be working in the NASA Resource Center. This Center will now be operating through the LRC.

22. **Equipment and “Wish” Lists**
Dr. Gulledge asked the faculty to brainstorm with their tablemates and make lists of equipment or other items they would like to get in our department. They were also asked to state where they see our department going and what they would like to see our department do. These ideas will be compiled for a later faculty meeting for faculty to prioritize.

23. **Adjournment**