Department of Educational Studies
Faculty Meeting Minutes
March 11, 2004, 4:00 p.m., LRC


1. Welcome
   Dr. Brenda Gulledge called the meeting to order at 4:00 p.m. and thanked the faculty for coming at 4:00 for the faculty meeting.

2. Voting for Honors Day award recipients (2)
   Faculty who are eligible to vote were given ballots to vote for student nominees for Honors Day Awards. They were asked to vote for one student, and the two students receiving the most votes would receive the awards.

3. Graduate Program Bylaws
   This item was put on hold until a later meeting.

4. NCATE syllabi format
   A copy of the current syllabi format was distributed. The faculty were advised to be sure to follow this syllabus format, which is the same as the one sent out by Dean Hall at the end of fall semester. Dr. Karen Greenockle said that Part VI is VERY important. Dr. Gulledge distributed a copy of the conceptual framework. Questions were raised as follows: Should you show assessment items? (Yes) Would it be clearer, should we just reference conceptual framework? (Yes, you should reference the conceptual framework. This is especially good with diversity.)

5. Good news from Ripley (Dr. Bonnie Daniel)
   The director of schools in Ripley, Phillip Jackson, wants us to offer a masters degree program in Ripley. Bonnie Daniels went to a meeting there, and did a needs assessment. We need further information, but we are getting a dialog started with academic affairs. They want face to face classes, and will consider online. They prefer late afternoons and early evenings.

6. Revised Instructor Evaluation Instrument (Dr. Ken Vogler)
   Dr. Gulledge thanked Dr. Vogler for his time and work on the revised evaluation instrument and turned the meeting over to him to discuss the instrument.

   There are 10 questions and two open response questions. It was suggested that the students fill out the scantron sheets, the secretary would get the scantron sheets and the faculty member would get the sheets with the comments. Dr. Michelle Arant mentioned that since the comments are in the students’ handwriting, it is possible to tell who the student is. Dr. Patricia Hewitt suggested that the comment sheets be held until the end of
the semester. Dr. Daniel asked if we should incorporate a question asking “as a teacher, how has this course affected my ability to teach.”

Dr. Hewitt made a motion to approve this instrument with the secretary holding the comments until after grades have been turned in. Dr. Ginny Esch seconded, and the motion carried. Everyone will use the new instrument in the fall 2004 semester, with Dr. Hewitt piloting the instrument in the spring 2004 semester.

7. Teacher Education Licensure Standards: Professional Education Matrices
8. Teacher Education Licensure Standards: Elementary Education, K-6 Matrices
Dr. Gulledge distributed the matrices, including a copy of the last revision for each, and asked the faculty to update the new version, entering the courses as appropriate. The revisions in the standards are indicated in bold type in the new matrices.

The faculty were asked return the revised copy by April 12, and advised to ask Kristy if they wanted the new matrix in electronic form.

9. Proposed Reduction in Field Experience Hours (Dr. Patricia Hewitt)
Dr. Hewitt advised the faculty that the departmental curriculum committee changed the field experience from 30 hours to 15, because the Faculty Senate changed the academic calendar, shortening the semester. It was decided that students can observe for 15 hours and get what they need to out of it. The larger number of hours is also a real strain for students, since schools have different calendars, so there would be no way to get the 30 hours completed in a shorter semester. This will only affect TCED 302 and 303.

Dr. Esch moved to accept the proposal from the curriculum committee. Dr. Rosetta Washington seconded, and the motion carried.

10. Recommendation from the PEC regarding the current rule of passing PRAXIS before student teaching (Dr. Patricia Hewitt)
Dr. Hewitt informed the faculty that this issue has been discussed in PEC. The PEC would really like to see the requirement changed. Passing all parts of the PRAXIS causes a “road block” for some. It would be possible to take the PLT during student teaching.

A question was raised concerning students who do not pass, and the reply was that they would not be recommended for licensure. Graduates can teach for two years without licensure.

Ms. Hutcherson reminded the faculty that the Teacher Warranty does not apply in this instance. The warranty covers how the graduate handles the classroom, or if he/she doesn’t know the course material.
Dr. Hewitt stated that most of our students are successful. NCATE requires an 80% pass rate or we fail the standard. Advisers should encourage them to take care of this, take this test.

Dr. Washington moved that we pass the proposal. Dr. Ann Duncan seconded, and the motion carried.

The faculty were advised that a memo with the vote indicated would be sent to the PEC.

11. **PRAXIS Faculty Workshop Series**

Ms. Hutcherson discussed the workshop series, advising the faculty that the workshops would be given by TEA. She felt that they would be beneficial. Dr. Gulledge stated that the Dean’s Office would cover the cost. Dr. Vogler suggested that the faculty look online at “Test at a Glance”, and that we can do it ourselves rather than spend the money. Dr. Gulledge asked if he would be willing to spearhead the organization of the workshops with lots of help, and that we needed to make a decision on what to do next. Dr. Hewitt said that if we’re able to see what everyone else is doing, it would be helpful. It was decided that this should be done before the fall semester and should be a one hour session.

12. **Other items**

Ms. Hutcherson asked that if anyone has nominations for scholarships, to give them to Drs. Kathy Evans, Deborah Gibson, Michelle Arant, or Gene Annaratone. She asked that they pay attention to where we can give to juniors and seniors.

Attention was also drawn to the fact that advisers will now have to be on top of lottery scholarship rules and requirements.

13. **Adjournment at 5:05 p.m.**