Department of Educational Studies  
Faculty Meeting Minutes  
Friday, October 01, 2004, 8:00 a.m., 124 Gooch

Present: Gene Annaratone, Michelle Arant, Frank Black, Linda Blanding, Amy Coleman, Becky Cox, Ann Duncan, Ginny Esch, Kathy Evans, Brenda Gulledge, Patricia Hewitt, Claudia Joplin, Glenda Rakes, Rhonda Shanklin, Cris Whitlow.

1. **Call to Order.** The meeting was called to order at 8:00 a.m. by Dr. Brenda Gulledge.

2. **Approval of Previous Minutes.** Dr. Frank Black moved approval of the minutes of the previous meeting, as distributed, and Dr. Ginny Esch seconded. Motion carried.

3. **Syllabi.** Dr. Gulledge advised the faculty that the syllabi that have been turned in are being checked for the appropriate conceptual framework, and that they will be corrected or given back to the faculty to be corrected. She also asked that they be turned in as soon as possible, and expressed her appreciation for the cooperation of the faculty.

4. **Homecoming 2004.** Dr. Gulledge advised that the College of Education and Behavioral Sciences would have a tent for Quad City on Saturday, and that all Educational Studies retired faculty have been invited to Homecoming to participate and to meet and greet alumni and students at the tent. She also asked the faculty to come and participate in the Quad City activity, between 10:30 a.m. and 1:30 p.m. Charley Deal and his staff worked hard to make Homecoming 2004 a success.

5. **Equipment Needs.** The faculty were asked to send emails to request equipment needed. A question was raised regarding whether software could be requested. Dr. Gulledge answered that she was unsure, but that they should list it, also. Ms. Rhonda Shanklin reported that faculty often request items that are not available in the LRC. She suggested that faculty list these items as equipment needs. It was mentioned that both the department and the LRC need state of the art copiers.

6. **PEC.** Dr. Gulledge explained Dr. Jim Petty and Dr. Kathy Evans requested that a discussion of the PEC be placed on the faculty meeting agenda. Since Dr. Petty was not present, Dr. Gulledge asked Dr. Evans to share the concerns expressed. Dr. Evans reported that a recent document distributed to the PEC members spelled out the structure of the council, making it a policy-making body, not just advisory. The Educational Studies faculty have concerns about this, because it means that a representative from another program can make policy that affects our programs, such as the Cross-Cultural Experience (formerly Urban Experience) requirement that was changed this past year.

Dr. Patricia Hewitt stated that the PEC changed science requirements on our curriculum proposals this past year. She also said that other programs can drop anything they choose
to, they are simply “cutting their own throats”, since some areas are already having problems passing the PRAXIS.

Dr. Evans said (with the structure of the PEC as it is), that Council is making decisions for all of us.

Dr. Gene Annaratone suggested that Dr. Gulledge send a letter to the Dean, and copy to the VCAA, to state that the department has a problem with this apparent violation of the Faculty Handbook. Dr. Esch so moved, Dr. Glenda Rakes seconded the motion, and the motion carried. It was stated that the letter should make a point of the department’s concerns regarding the structure and ability of the council to make decisions for the entire college. (A copy of the letter sent to the Dean with copy to the VCAA follows the minutes.)

The question was raised as to who received the new guidelines for the PEC. The faculty were advised that the guidelines were distributed to PEC members, but not to the faculty as a whole.

7. **Report from Committees.**

**Graduate Committee.** Dr. Evans said there was no report at this time.

**Undergraduate Curriculum Committee.** Dr. Ken Vogler was out of town, but asked Dr. Hewitt to report for him. She advised the faculty that the committee wanted the faculty to consider, for transfer students, removing TCED 302 as prerequisite for TCED 303. Dr. Black stated that there needs to be some connection between the courses, and that the 303 students do need the foundation of this class. There is a practical reason for this sequence. Dr. Gulledge stated that students should exit TCED 302 with strong knowledge of educational basics. Dr. Hewitt said we could also consider removing the requirement for admission to the Teacher Education Program for 302. This would remove a bottleneck problem.

Dr. Black said he was concerned that we maintain the perception that TCED 301-305 are getting the students ready for “Level 2.” If the departmental faculty think about changing, they should think about how it would be changing the system, not just a course.

Dr. Ann Duncan asked if students could do well, taking TCED 301 and 302 at the same time. The answer was no.

Dr. Hewitt said that if the students take 302 in the spring or summer, then 303 in the fall, they will not be able to student teach until following fall.

Dr. Black asked that the options be reiterated. The options under consideration are to remove TCED 302 as pre-requisite for TCED 303, or remove admission to the teachers education program as a requirement for TCED 302.
It was agreed that the faculty would think about this and discuss it at the next faculty meeting.

8. **NCATE State visit.** Dr. Gulledge reminded faculty that forms for doing poster sessions were sent out from Dr. Karen Greenockle, and if the faculty have questions, they should contact her.

9. **Miscellaneous.**

   The faculty were reminded that their syllabi for Fall were due October 1.

   Dr. Gulledge thanked Dr. Glenda Rakes for all her work getting items on web for the department, including the information regarding the Conflict of Interest form.

   There will also be a report from the Faculty Senate at future faculty meetings.

   The deadline for Spring schedule is approaching. Faculty were advised that their proposed schedules should be in their mailboxes soon.

   Dr. Gulledge said that Dr. Dan Pigg, as president of the Faculty Senate, has worked to get the deadlines changed for some things due in the first months of the year. One item due in February is Planning and Assessment. Dr. Gulledge advised the faculty that she needs not only the goals for the next year, but a summary of progress in meeting the past year’s goals. She indicated that she needs to have a formal observation of the faculty. As soon as the faculty are ready to do the conferences and observations after NCATE is over, she will begin the process.

   Dr. Michelle Arant thanked the faculty for stopping what they are doing and giving documentation for the NCATE committees, as items are requested.

   The faculty agreed to do student evaluations during the week of December 6-10. Since this is a new instrument, the faculty asked that all be evaluated this semester. It was agreed that when possible another faculty member would be asked to monitor the evaluation.

   Dr. Hewitt informed the faculty that the general education core curriculum is going to be changed again for the university. She said that in the committee meeting, she convinced the other areas to do matrices, and show actual outcomes. This should improve the process.

10. **Adjournment.** The meeting was adjourned at 9:15 a.m. The next faculty meeting will be Friday, November 12, 2004, 9:15 a.m. (Note the change in time to accommodate all faculty members.)
October 19, 2004

Dr. Mary Lee Hall, Dean
College of Education and Behavioral Sciences
237 Gooch Hall
Martin, TN 38238

Dear Dr. Hall:

Faculty in the Department of Educational Studies have requested that a letter be sent to the Dean with copy
to the VCAA expressing their opposition to the current operating structure of the Professional Education
Council (PEC). The faculty view the role of the PEC as an advisory body and a forum for communication.

In the original School of Education Procedural Guide which proposed the framework for the operating
guidelines of the Professional Education Council, it (1) serves as a liaison between the central
administration and the faculty members in the School of Education and (2) serves as an advisory group to
the SOE Dean in regard to such matters as budget, faculty morale, curriculum, enrollment, recruitment of
faculty and students, long-range planning, accreditation (e.g., NCATE, SACS SBOE, SDOE), scheduling,
summer school, and special projects.

The current operating structure of the PEC is in direct violation of the Faculty Handbook, Section 1.0, 1.3,
and 1.3.2.1: The Faculty Voice and NCATE Standard 6: Unit Governance and Resources. The Faculty
Handbook states in Section 1.3.2.1, “The most direct responsibility of the faculty in University governance
is to determine the shape of the academic programs.” NCATE Standard 6: Unit Governance and
Resources states, “The unit has the leadership, authority, budget, personnel, facilities, and resources
including information technology resources for the preparation of candidates to meet professional, state,
and institutional standards . . . Unacceptable: Unit leadership and authority arrangements do not result in
coherent planning, delivery, or operation of programs for the preparation of teachers and other school
personnel.”

Recent decisions of the PEC have adversely affected academic programs in the Department of Educational
Studies. One such decision was abolishment of the Cross Cultural Experience (formerly the Urban
Experience). Faculty in the Department of Educational Studies had spent many hours working
collaboratively in expanding and updating the Cross Cultural Experience to make it more relevant to
today’s classrooms only to have the PEC vote to abolish it. Other PEC decisions have created confusion
and have served to weaken our ability to administer our programs.

Faculty request that the PEC be immediately brought into compliance with the Faculty Handbook, NCATE
Standard 6, and the original operating guidelines (School of Education Procedural Guide). If you have
questions, please call.

Sincerely,

Brenda Gulledge, Ed.D.
Chair

C: Dr. Tom Rakes, Vice Chancellor for Academic Affairs