1. Welcome and Celebrations
   Dr. Brenda Gulledge called the meeting to order at 9:15 a.m. and welcomed the faculty.

2. Celebrations
   Dr. Patricia Hewitt was the recipient of the Tennessee Science Teachers Association Higher Education Science Teacher of the Year award. Dr. Becky Cox’s granddaughter, Kara Russell, applied for and was selected to go to Iceland this summer with the Girl Scouts. Dr. Robert Hartshorn said that it was also cause for celebration because the science lab (Gooch 210) had been cleaned and straightened. (Dr. Cox and her granddaughter did this over the Christmas holidays.)

3. Previous Minutes
   Dr. Hartshorn moved for approval of the minutes as distributed. Dr. Frank Black seconded. The motion carried.

4. Masters in Curriculum and Instruction
   Dr. Tom Rakes was in attendance to talk about the C&I Masters. Dr. Petty brought information regarding the masters in Curriculum and Instruction, stating that the current structure is an advanced program. He read information from the old model for discussion. His suggestion was that the department revise the program to be similar to the old model, that it would be more clear, and that students can better tell what they should take.

   Dr. Gullledge invited Dr. Tom Rakes for remarks. He stated that several faculty have talked to him about this, and read a specific line from the catalog for the current program, which states, “18 hours in electives”. This is not specific, so students could take anything. He advised the faculty that it should be changed to be more specific. If the department wants the requirements to be heavy in content, that can be done. He checked with NCATE and it would be okay.

   Dr. Petty said that there is no formal proposal right now, and that the graduate committee will have to work on it.
5. Old Business
   There was no old business.

6. New Business
   A. Reports:
      (1) Graduate Program—Dr. Jim Petty
          Dr. Petty had nothing to report.

      (2) Graduate Committee—Dr. Kathy Evans
          Dr. Evans reported that the committee is looking at comp exams (the process). Comps are scheduled for April 9.

      (3) Undergraduate Committee—Dr. Ken Vogler
          Dr. Vogler had the curriculum proposal for the middle school program sent out earlier in the week by email. He advised the faculty that the old program did not meet the global dynamics requirements, and the state changed requirements. We must turn this in to the state this spring, so he is doing it all together.

          Dr. Hewitt moved for approval. Dr. Petty seconded. The motion carried.

      (4) Faculty Senate—Dr. Frank Black, Dr. Ann Duncan, Dr. Ginny Esch, Dr. Robert Hartshorn
          All undergraduate proposals passed in Senate yesterday, so all programs now meet the 120 hours requirement, university-wide.

7. Informational Items:
   (1) New Faculty Senators: Dr. Kathy Evans, Dr. Glenda Rakes, and Dr. Brenda Gulledge

   (2) Faculty Office Furniture
          Dr. Gulledge advised the faculty that the department would be trying to update the faculty offices as we can, purchasing new desks, chairs, and other items as necessary. She also said that she and Kristy would put together several options, so the faculty could see what the possible choices would be. The offices will probably be changed in order of seniority.

   (3) Delaware Study
          The Delaware Study is course specific this year, and will be distributed to specific faculty members according to their area of teaching.

   (4) Office Hours
          Faculty are asked to turn in office hours to Kristy so she and the student workers can respond to student inquiries as to when the faculty members will be in their offices or in class.
(5) Sign-up for Planning and Assessment Reminded
Dr. Gulledge reminded the faculty to sign up for planning and assessment conferences.

(6) Suggested Clerical Revisions to Instructor Evaluation Survey
Several clerical revisions were made to the Instructor Evaluation Survey after using it Fall Semester. Primarily, the changes were in the instructions and in defining who will see the comments. The instrument was distributed to the faculty for discussion and approval. The following changes were also made:
Delete the statement regarding the chair seeing the comments.
Add again “after grades turned in”.
Faculty do not want Department Chair to see comments on their student evaluations.

Dr. Black moved that the following change be incorporated: “All comments on the class will be seen only by the instructor. This information is for improvement of the class.”

Dr. Duncan seconded the motion. The motion carried.

(7) New Endowed Scholarship for Science for Dr. Maurice Field
Dr. Gulledge advised the faculty that there is $1,000 in the fund, and encouraged them to support this new scholarship for science and encourage alumni donations.

(8) Approval of a second search for an EDAS position
The Department has received approval for a second position in EDAS. One is a term position and one is tenure track. The same committee will be utilized. The second position is limited term only, so we will know enrollment will maintain at this level.

(9) Dr. Hall’s luncheon today at 11:00 a.m.

(10) Phi Delta Kappa “Brown Bag” Lunch, Room 124 Gooch, January 26, noon

(11) AACTE, Washington, D.C., February 20-23—Dr. Mary Lee Hall, Dr. Cris Whitlow, and Dr. Brenda Gulledge will be attending.

(12) NCATE, Washington, D.C., March 30-April 2—Dr. Mary Lee Hall, Dr. Ginny Esch, Rhonda Shanklin, Dr. Cris Whitlow, and Dr. Brenda Gulledge will be attending.
Dr. Gulledge asked for volunteers to be NCATE chairs, and stated that we would be working on the process continuously, maintaining updated information as a working document.
Dr. Gulledge called attention to the handout from the January 20 chairs’ meetings, item #3. (Copy of handout is attached to paper copy of minutes.) UTM New College is now UT College.

Item #2. Glenda Rakes talked about the pilot for the newer version of Blackboard. There was some discussion about whether parts of it were better than the older version.

Dr. Gulledge stated that there were changes since Dr. Tom Rakes was named Provost. Item #5 states that a consultant recommended that all programs be housed under one place.

Dr. Rakes is emphatic on Item #7. We have been directed to spend down our budgets. There will be no carryover.

Regarding Item #12, a performance plan is certain to follow.

(14) Miscellaneous
Dr. Gulledge stated that we have 80 student teachers this term.

Dr. Hartshorn said that the Jackson Center is now all wireless.

Dr. Gulledge advised the faculty that we would have to request equipment from technology money soon, and asked for requests or recommendations. Several faculty agreed that they want more classrooms with technology provided as in Gooch 230, and that training would be needed. Dr. Hartshorn said that there is one set up in EPS that has a SmartBoard on it.

Dr. Black asked that the graduate committee look at our TOEFL scores. More of the international students are having difficulties in communication. Dr. Duncan stated that she was told several years ago that they were making the scores they had to make to be in our classes. Dr. Petty stated that changes should be made not just in the scoring system, but for both spoken and written language. Dr. Black stated that he notices problems also with written papers. Dr. Whitlow stated that she assigns a personal buddy to help those with problems, and stated that she has also noticed that once they are complimented on their English, they seem to do better. Dr. Blanding commented that was also true of some of our American students, that they tend to respond better when spoken to directly.

Meeting was adjourned at 10:25 a.m.