Faculty Meeting Minutes
September 1, 2005
LRC – 11:00 a.m.

Present: Gene Annaratone, Michelle Arant, Frank Black, Linda Blanding, Becky Cox, Ann Duncan, Robert Erk, Ginny Esch, Kathy Evans, Brenda Gulledge, Robert Hartshorn, Patricia Hewitt, Reggie High, Claudia Joplin, James Petty, Glenda Rakes, Cherry Watts, Cris Whitlow

1. Welcome and Celebrations – Dr. Brenda Gulledge called the faculty meeting to order at 11:03 and welcomed the faculty. She especially welcomed Dr. Susan Jones and Dr. Jerry Woods, who are new faculty members. For Celebrations, Dr. Gulledge announced that Mrs. Joyce Swan had reviewed *Literature and the Child* and had her name included as a reviewer. This is the text we currently use.

2. Approval of Minutes – The minutes for the last meeting will be approved at the next faculty meeting.

3. Old Business – There was no old business.

4. New Business
   a. **Departmental Committees** – A sheet was given to the faculty listing the departmental committees, and they were asked to select three committees on which they were willing to serve. A ballot will be generated from this information and distributed later. In this way, the faculty are choosing which committees they prefer rather than just being voted into a committee.
   
   b. **Syllabi** - Please send electronic copies of your fall syllabi to Kristy. The faculty were also reminded to document what they are doing for diversity.
   
   c. **NCATE** - Documentation for NCATE should be maintained throughout the year, not just gathered immediately before review, so committees will continue to operate, and documentation will continue to be maintained. NCATE will be addressed further at the COEBS retreat tomorrow.
   
   d. **Office Hours** – Dr. Gulledge reminded the faculty to turn in office hours to Kristy, so she and the student workers are better able to assist student inquiries regarding faculty office hours.
   
   e. **Class Rolls from the Office of Records** – The faculty were asked to pay attention to the class rolls sent out by the Office of Records to ensure that students are in the correct classes. (A student enrolled in the wrong special topics class this summer. Other problems encountered this fall were add slips that were not processed completely, and students who did process financial aid but did not confirm attendance, so were dropped out of their classes.)
f. **Post-Retirement Service Program** – Information on the Post-Retirement Service Program was provided in the departmental notebook. Dr. Gulledge advised the faculty that these guidelines are from the system, not from the department. These guidelines state that the intent to retire should be submitted before consideration of participation in the Post Retirement Program. The ability to participate in the Post-Retirement program depends on departmental needs, including budgetary concerns.

g. **Enrollment** – Enrollment has increased in the past year. A chart is provided in the departmental notebook to show statistics for current graduate enrollment in our program. Related to this, Dr. Gulledge stated that she is aware that many of the classes are much larger than normal, and she thanked the faculty for their cooperation in allowing more students in their classes. Documentation on the overloaded classes and faculty overloads is being maintained to show the need for more faculty.

5. **Small Group Discussion** – The process for the three-year plan will be changed to make it more usable. It will be a Quality Enhancement Process. Dr. Gulledge indicated that the budget will be submitted earlier and requested input from the faculty. Four faculty small groups were formed to discuss specific questions. After a discussion period, the faculty were asked to give brief summaries of their discussions. The questions and responses follow.

a. **Global Studies/International Programs**: Our campus is committed to expanded involvement in Global Studies and International Programs. As Dr. Dunagan said, “We must think globally, but act locally.” Generate ideas regarding ways our department can become more involved in globalization.

Ms. Sandra Baker has requested that International Programs and the Department of Educational Studies work together to celebrate International Education Week, November 14-18, 2005. Dr. Hall has indicated support, including financial, for ideas we may wish to pursue. Please list your ideas.

Responses:
- Break out sessions at STEA meeting to discuss international programs
- Resource materials on international programs
- Channel 11 ran a series of videos on education in other countries
- Faculty exchange program
- Grant for summer for faculty to study in a foreign country
- Daily discussion on various
- Outing for international students, barbeque in the fall & spring, mix of international and American students at the gathering
- Pilot a teaching exchange between international students and American students in the Department of Educational Studies
- International Fair at the Department of Educational Studies put on by the international students
- ESL program (licensure for teachers)
- Increase international students in graduate programs
- Think about foreign language requirement
- Charter school, lab school, professional development school
- On-site methods classes (in schools)
• More faculty
• International education week – have buddies? One-on-one interactions – ask international students what would be most interesting or useful for them– interest inventory
• Many faculty members have been asked in formal letters to present in England and other places. Yet, the monies are not enough to buy a plane ticket. So the question is, are we really committed to global studies?

b. Budgetary Needs: Discuss and list in priority order those needs that will enable you to be a more effective teacher. For example, videos, software, equipment, et cetera.

Responses:
• More faculty, more multi-media, access to videos and films, also software
• Money for a counseling lab
• Need to raise the funding for conferences
• Need 5 video tape machines for use by DES, with wireless mike – automatic, everything matches, portable – can hook up to computer, battery powered, use CD’s to record
• ESL faculty, more faculty, travel money
• Wireless projectors in all classrooms
• Increase travel and salaries
• Early Childhood Lab
• Every year faculty to present at one national conference and pay everything in addition to the $400 presently allotted.

c. Three-Year Plan: Where do you see the Department of Educational Studies programmatically in the next three years? What program changes, additions, and deletions do we need to make? What changes do we need to make to address the needs of our public schools regarding the increasing shortage of teachers and administrators? What changes do we need to make? What do we need to do to help out our schools, preschool in particular? How do we offer more but maintain quality?

Responses:
• Integrate special education into other programs, elementary and secondary
• Expand number of faculty
• All graduate programs on-line, incorporate face to face time
• To accredit the counseling program CACREP
• Coordinators for all applicable graduate programs
• Create a graduate program for instructional technology
• Create a graduate committee to determine the future of graduate programs
• Revise MSIL
• Licensure in ESL
• Increased video conferencing
• Masters in special education (online)
• Secondary programs?
• Onsite methods classes for teachers, specifically those teaching on alternative licenses
• Each faculty should identify areas of “passion” and receive support from administration to enhance personal academic professional growth, providing time for and monies to support growth
• Eliminate politics and look at the outcome—students that can perform.

Other topics raised:
• The catalog should show what we actually do provide (i.e., Library Science).
• Standards/Quality – do we have it?
• How do professors maintain their standards?
• Should we involve professors in other states to supervise the interns in on-line courses?

Dr. Gulledge advised the faculty that the department also needs to look closely at the departmental bylaws, particularly regarding faculty on term appointment. She also stated that the Graduate Bylaws were not yet approved by the Office of the Dean of Graduate Studies.

Dr. Annaratone asked if it would be possible to get a copy of the budget. Dr. Gulledge replied that a copy would be distributed. (A copy of the 2005-2006 budget is appended to the minutes.)

6. Adjournment. Dr. Ginny Esch made a motion to adjourn. Dr. Frank Black seconded the motion. Motion carried and the meeting adjourned at 12:40 p.m.