

College Council Meeting

Everly Hall, Room 123
Thursday, December 13, 2007
9:00 A.M - 10:30 A.M.

SUMMARY

Present

Christine Sorensen (dean), Suzanne Acord for Donald Young, Ann Bayer, Brenda Cartwright, Mona Chock, Xu Di, Mark Fukeda, Betsy C. Fulford, Ronald Heck, Hunter McEwan, Paul McKimmy, Nathan Murata, Mary Jo Noonan, Beth Pateman, Neil Pateman, Stacey Roberts, Robert Stodden, Gail Tamaribuchi, Sheryl Tashima, Joseph Zilliox.

1. Summary of the November 21st Council meeting—will be corrected before distribution.
2. NCATE Update – Secondary SPA reports need revisions. Chris thanked the six individuals who volunteered to attend the state- provided program approval training. Requests received to attend AACTE have been approved. Paul McKimmy spoke about the need for technical support for NCATE data collection. A lot of work is to be done in a compressed amount of time. The college will be hiring temporary personnel to help with the technology support necessary to get the work done. Additional help is also needed at the Dean's Office. Beth Pateman will move to the Dean's Office on January 1, 2008 as vice associate dean. Dr. Pateman has been tasked to work with NCATE and the accreditation process. She will be housed in her current office and will work with all program areas and departments and with Paul McKimmy. When Associate Dean Michael Omizo goes on leave effective June 1, 2008, Beth will continue as interim associate dean for academic affairs to provide consistency in NCATE matters. This will be announced to the faculty today. ITE elementary faculty will be consulted before determining who will fill in as interim chair while Beth serves in these roles.

TK-20 Issue --The GSO president met with Dean Sorensen regarding issues related to TK-20. Council members were informed that students are to be advised to come to the college with their concerns so that concerns can be addressed.

3. Frear Hall Teaching Floor—approval has been received at the campus level for one floor to be designed as a teaching floor open to all students interested in teaching as a career option. Student affairs will provide some support. COE will pay for two faculty stipends for faculty to be advisors. This will be publicized in the spring for students enrolling fall 2008. The objective is for the COE to interact with undergraduates earlier in the process.
4. Branding – Jennifer Beaulieu has developed COE design elements for COE items. The designs will be sent to council members electronically. Jennifer is also working on *Current Perspectives* for spring 2008. Stories are needed from Educational Administration, Educational Foundations, and Kinesiology Leisure Sciences. Chris sees *Current Perspectives* as a public relations piece so it important that this publication contain articles from all units. If information is missing inform Jennifer. *Current Perspectives* will go to print the first week in March. There will be a new layout and each issue will focus on new COE initiatives. Some standard pieces such as the Dean's Message will remain. The fall issue will contain information on scholarship recipients, promotion and tenure, etc. Much

of the information in the *COE Annual Productivity Report* can be folded into the fall issue of *Current Perspectives*. This will result in the fall issue being lengthier.

5. UHF Fundraising Summary Report, July 1-November 30, 2007 was reviewed. The COE is still looking for a major donor to help the college with a new building.
6. Student Course Evaluation – Gail Tamaribuchi identified issues related to student course evaluations for ITE courses taught by faculty outside of the COE.

Mary Jo informed that SPED requires faculty to attach completed course evaluations to contract renewal forms.

Ann informed that the COE developed a policy in the past. Hunter will share a copy of the policy with Chris for review and distribution. The policy is for the department to require course evaluation of its faculty. Procedurally this is supplemented by on-line course evaluation via Café. The Café evaluation is copied at the department with the original returned to the faculty member. This course evaluation procedure was signed off by the faculty members and the department, as well as by the union. Educational Foundations has had no problems with the policy and procedure.

Several other options were offered. At Northern Illinois students initiated procedural change. Across campus a set of questions were asked that were in alignment with the institutional definition of expectations for teaching. This resulted in identification of what is university property and what is the property of the faculty. Beth's option was for instructors to have their students bring their laptop to the last class and schedule time for the students to complete the course evaluation in class before they leave. Faculty contract language needs to be reviewed to determine the purview of the Faculty Senate.

7. COE Convocation –Dean Sorensen expressed that the COE should have a celebratory event but the event should not be in place of the graduation ceremony. Stacey Roberts will bring this issue to the Faculty Senate at the January 18, 2008 meeting and to the Faculty Senate Fellowship Committee chaired by Mark Yap in December.
8. Summer School Schedule of Courses– The summer schedule of courses is due next week. Beth Pateman noted that the ITE Council of Chairs discussed summer course offerings for coordination purposes at its last meeting, to ensure that students would not be negatively affected by scheduling of required courses.
9. Course Release Policy – The dean suggested chairs consult across departments to see what the impact will be on the other department before a decision on faculty course release is made.
10. Other Items
 - a. On-line time sheets for student employees begins December 26, 2007.
 - b. COE will be hiring private exterminators for rat infestation. If any other facility other than UHS-3 has rats, please inform the Dean's Office.
 - c. The Faculty Senate has been asked to prioritize college facilities repairs to the dean to determine what COE can fix on its own. Chris has toured all the facilities space. She also emphasized the need for spring cleaning.

- d. COE Holiday Celebration is scheduled for December 14th. Everyone who volunteered to help with event implementation was thanked for volunteering. A good turnout is expected.
- e. December 18th the Council Holiday Celebration is scheduled from 3:30-5:30 PM in Everly 123.

11. The Dean's Council Meeting was adjourned. The ITE Council of Chairs Meeting will follow.

ITE Council of Chairs Agenda Items

- 1. Policy on Admission
- 2. ITE Placement

c: Council Meeting – Agenda 121307