COE Executive Council Minutes

October 7, 2013

Attending: Harrison, Crowther, Courtney, Barone, Sedgwick, D’Andrea, Morton, Usinger, Burnham, Oikomonidoy, Waugh, Rock, Thornton, Demchak, Horvath, Walsh, Mahon, Taylor

Information Items:

- Target 500: MaryAnn coordinate trips for max of 4 each trip focusing on master’s and doctoral (Elko, Winnemucca, Las Vegas)
- Provost: 20 new GA lines university-wide for $20,000 each for 2 years over and above what we have in doctoral work; wants to fund 3 fulltime advisors, and we should apply; 5 lines in administrative support university-wide, and we should put proposal forward; Vice-Provost reports: program reviews was topic, and HDFS is our first; CAEP should be able to cover the other reviews right now, and doctoral program can be pushed until next year; CACREP should suffice for program review
- Common core: helpful information supplied and meeting went well; In December, another presentation to NSHE officials regarding NTCQ
- PR Item:

CAEP Report:

Will go for the NCATE/CAEP dual reporting for one visit and will send it out in March; handed out Standard 5 for review; discussion; CAEP is our gold standard and is addressing the issues brought forth by the Chief State Superintendents/NCTQ, etc.; focusing on inducting experiences; passed out articles related to higher standards; Ed Trust monograph was passed out—very similar to CAEP in terms of higher quality; “Why the New Teacher Education Standards Matter”

Doctoral Program:

Drafting a policy related to switching emphasis areas is underway; discussion related to outstanding dissertation award/outstanding doctoral student award and wanting to expand to the latter; perhaps developing a new area related to equity/diversity;

Committee Reports:

- Diversity: items addressed include: diversity applicants on search committees; reviewed language in bylaws and will be updating; college might facilitate a component of a larger agenda for the Multi-ethnic Council; faculty panel and perhaps a student panel could be structured for spring semester; feedback: would like to have a pool of tutors to help non-
English speaking students with PRAXIS I exams because some have difficulty passing due to language (student panel); important because PRAXIS is upping their tests; interest in also about our college and the committee is reviewing climate data to see if we can incorporate that into an assessment for the COE; Standard 4 will be run past the Diversity Committee; the committee needs to propose a change to the COE bylaws to exist in its new form

Personnel:

- Have had some meetings with the dean; will review the policies and procedures for annual evaluation, and there may need to be some adjustments given a new organizational structure; once they have a better sense of the organizational structure, they will propose appropriate changes; have asked other college deans about their process for annual evaluations, and tentatively are stating that Role Statements and Evaluations will open December 1 and close perhaps January 15. Evaluations go to Personnel Committee and then to dean with everything off in March. (For student evaluations, we will explore electronic dissemination and will see if IT person can get the courses uploaded earlier for more convenience.

PR and Communications:

- Outstanding master’s and undergraduate by Nov 1; will spotlight winners on Facebook; will conduct a survey to improve faculty contact information on COE website; will continue to brainstorm possible ways to make the COE website a better place and will start by considering “Marketing Communications Road Map” and the “Graduate Student Recruitment Manual” (by Townsend); ensuring links operate, admissions clearly outlined; perhaps have photo op for faculty to go on the website;

Faculty Senate:

- Organizational Flow should have been sent out to all faculty and staff; 2 brown bags 12-2pm with time to chat; staff will meet on Oct 16th for their conversations; Faculty Senate is really the conduit and are happy to facilitate the process; open discussion is valued with secret ballot as per the bylaws;

Curriculum:

- Clarification of approval process: if teacher education is involved, to TLCC; if someone else needs to be involved, it will be forwarded; non-teacher education proposals right now go to the dean’s office whereas most other colleges have a curriculum committee; discussion ensued related to how we demonstrate job availability and other benchmarks that should accompany a proposal; perhaps we can add members to the existing TLCC to
include a “curriculum committee” or the faculty senate can address non-teacher education courses; come with some flow charts for next meeting;

- Graduate Certificates in Secondary Education aimed at helping people get a certificate along the way to a master’s degree; approved……will chat with provost and VP of Graduate School;
- Early Childhood Spec Ed certificate is held up in Graduate Council who did not have a quorum last time
- EL Seminar in Administration in Higher Education; approved…. 
- Elementary can make it happen because it already has coursework

Program Updates:

- Literacy had all day retreat; working on certification in literacy
- CFRC: has a temporary home for the year and will continue working with facilities; hired 3 of 6 vacancies
- HDFS: lively discussion about governance structure; revving up for program review
- IETP: heard that John and Kim are recording a new video for Portfolio I and it will go out to students; 45 applicants…some do not have scores, though; working on permanent Portfolio structure after redoing them; IETP Steering Committee may not “count” as committee and may not be seen as service in annual evaluations…this will be incorporated in the discussions related to new structure
- Elementary: met about certificate; STEM faculty are working for renewal
- Secondary: 40 applications
- OFE: new video on PAF training video (have 70 or more PAFS each semester)
- Advisement Center: applications are being reviewed for elementary and secondary; Nevada Bound recruitment on Fridays between 1130-12noon in LRC (sit down discussion of programs)
- SPED: had a meeting and another one this Friday;
- Graduate Council: grad school is considering raising the required TOEFL score; dissertation credits will now be Satisfactory/Unsatisfactory either starting this fall or spring, 2014
- Counseling: searching for 2 positions;
- Salary/Benefits: keep eyes on website for some changes that will be coming down taking effect in Jan 2014
- LRC: gone to Destiny software (district uses that); changes to website;
- NCED: some changes; hosted a DOE Transition Conference in Las Vegas and had 300 participants; some of our graduates were playing leadership roles
- Ed Leadership: higher education continues to be a force; has Carson City doctoral program buy-in
- Raggio: 17 million dollar grant finished; currently 24 million and building capacity;
Research Methods courses: some differences among classes; EDRS needs to be looked at for consistency to help both thesis and non-thesis students; there may be a difference between thesis and non-thesis approaches; Programs should look at the course themselves; Need to follow up on this discussion and will keep it on the agenda….should have some information from other schools to see what their introduction to research courses address;