Executive Council Meeting

March 24, 2014

Meeting convened at 9:00 am.

10 members in attendance:
Barone, Burnham, Cannon, Coll, D’Andrea, Harrison, Mahon, Sedgwick, Taylor, Waugh

1. Information Items
   a. Review Minutes
      Minutes were reviewed and approved with no corrections.

   b. FYI-NSHE President, Provost Priorities/Reports
      i. Organizational Adjustment
         1. Timeline, process
            Ken will get an email out to everyone on this sometime this afternoon regarding how things will move forward now that the vote is in and official.

      ii. UTeach
         1. Howard Hughes Grant
            Agenda says grant rough draft due by April 8 but no discussion on the matter.
         2. An RGJ article about UNR grad programs reaching all-time best on ranking list was passed around by Ken.
         3. A NV Today article was also passed around which talked about our (UNR’s) ranking. Doctoral programs are the key, Ken emphasized. Nicole Shearer has created a “boiler plate” that will go on the bottom of all COE stories.

      iii. ELL Council
         WCSD Superintendent looking strongly at ELL competencies for all teachers who are graduating. The Dean has asked Dianna Townsend to take the lead on this and create a work group. Jenny Mahon agreed to help.
iv. Boot Camp
Nancy Horvath still the lead on this (Harrison). This is a campus wide project. Main goal is to increase retention. UNR retention rate is about 60%. The Provost has asked us to be the groundbreakers on this for the entire campus so we need to do a good job (Ken).

2. Building Agenda for our EC meetings and all Faculty/Staff meetings

a. Faculty/Staff Q&A meeting
Next meeting is set for Tuesday, April 1 at 9:00 in WRB4118. Mary will help the Dean get the agenda out this week before he leaves. Tentative agenda items are:
- ELL update
- Organization adjustment timeline
- Faculty evaluations
- IETP TECC update

b. EC meetings
It was agreed that for now the EC meetings would continue every other Monday at 9:00 in WRB4118.

3. Prioritizing Current issues for consensus building

a. Graduate Faculty Status
Ken passed around draft proposal again. How do we move forward? Need to grandfather in Rita Laden and Pat Miltenberger. Instead of everyone coming due at the same time it was suggested that some kind of rotational system be put in place (Barone). Maybe in the first year take volunteers (Barone).

b. Committee issues
Ken and Mary passed around a matrix for everyone to fill in regarding the committees – who chairs them, who are the members and for how long.

c. GA’s – guided principles
Ken passed around a handout to everyone with the current GA candidates. There are six strands but 7 areas of study. Literacy and Ed Leadership hold 80% of the doctoral students. How do we help other program areas recruit for their doc programs? Ken suggested that 2015-2016 be an experimental year where all of the 7 areas each get 3 GA’s. For the 2016-2017 year, we would go along with the GA committee allocation proposal.
d. University approval for

i. **COE Eval Manual**
   Being worked on by the personnel committee and they will have something to us by the middle or end of April – Janet Usinger is the Chair and Rod Case is the Chair-elect. Every faculty member should have to vote – yes, no, or abstain.

ii. **COE Bylaws**
   These need to come back to us from the Senate and they need to be tweaked. The structure of the bylaws needs to be very general, while the Evaluation Manual can be more specific.
   It was also agreed that we would work on the COE Procedure Manual at a later date but that this should be dictated by the Evaluation Manual and the Bylaws. Tammy might have something for us to start with (Taylor).

4. **Curricular matters**

Tom mentioned that the TECC had reviewed the Elementary Graduate Certificate and asked John to talk about it. The only remaining issue relates to the number of grad certificate students that would be allowed into the graduate student slots in IETP courses. We will continue to monitor that.

5. **NCATE/CAEP reports update**

Tom stated that he is going to the Spring CAEP conference this week and attending a pre-conference workshop on how to write the IR. He mentioned that he is finishing up writing Standards 2, 3, 4, 5, and 6 and these are being reviewed. Standard 1 will be the focus of the next writing. Also, the COE will bring in an outside consultant at the end of April.

6. **Search updates**

Literacy – Heriberto will let us know by end of day if he will accept our offer, but we have another good candidate if he says no. Sec Ed – candidate on campus. Counseling – has 9 candidates.

7. **Committee reports – updates**

HDFS - Worked on Program Review over spring break (Burnham)

IETP - We have 40 of the best candidates we’ve ever had (Cannon)

Research Grants – Looking to get some federal money for a Head-Start program (Waugh)
Office of Field Experiences- Career Fair is coming up on April 25 from 9:00-2:00. Have 14 employers already signed up (Sedgwick)

Counseling– 60 candidates applied to counseling program and perhaps 30 will be accepted.(D’Andrea)

8. Program, Center updates

The Dean’s office has $3,000 to give out for travel reimbursement. Sent out emails to 14 people stating $500 max would be reimbursed if they could justify it. All 14 responded, but we only have enough to fund 7. Should some get money and others none or divide evenly? Ken to give it more thought.

9. Other

No other comments to report.

Meeting adjourned 11:02am. Next meeting – April 7 – 9:00-11:00