Educational Studies & Secondary Education
Department Meeting Minutes
February 13, 2013
MCHS 1148 at 3pm

Attending: Ralph Feather-Department Chair, Debora Krum-Note taker, Nancy Bauer, Richard Beierschmitt, Denise Coy, Denise Davidson, John Grabert, Larry Maurer, John Murtin, Geoffrey Palmer, Michael Patte, Robert Rupp, Nancy Ryland, Thomas Starmack, Viola Supon

McDowell Institute presentation:
Kate Nichols with the aid of Charlotte Kemper and Brittany Thompson (GA) presented a PowerPoint presentation to explain how it relates to our department. Details were provided regarding what is currently implemented and what will be added in the future.

Department Committee Reports:
Professional Development-Letters to the faculty were sent last week regarding observation requirements. Chair observations need to be arranged immediately. Their binders are to be delivered to Deby’s office by March 1, 2013. Michael Patte will provide an example of the binders for the adjuncts to reference, which will be available February 15, 2013 in Deby’s office.
Search and Screen-The leadership and student affairs phone interviews are complete. Three applicants for each position will be scheduled for on campus interviews. Part-time interviews were completed in the fall. The search for the position Director of Field Experience in the COE office is progressing.
Curriculum-Program sheets, EDFOUND-406 and the omnibus for Thesis have been submitted for approval.

EDFOUND-406 and Fall 12 GEPs Program Checklists:
EDFOUND-406 was presented for approval and should be effective for GEP starting summer 2013. Tom Starmack made a motion to accept seconded by Geoffrey Palmer and approved by a majority. The newly revised program checklists were presented for review and approval. Citizenship needs to lower the credit requirement by 5 credits. Ralph Feather will be meeting with the History department to discuss the options. A motion was made by Tom Starmack seconded by Geoffrey Palmer and approved by a majority to accept the program sheets as presented with the stipulation that Citizenship will have the lower credit requirement completed.

Alternate Final Exams:
Alternate final exams must be submitted and approved prior to the end of add/drop. Alternates for this semester were submitted for approval by email and a request for final approval was made during the meeting. All were in favor of the submitted alternative finals. Electronic submissions may be an option however the due date and time must be the actual date and time of the scheduled final date.
COE Restructuring Proposals:
Handouts were distributed and the various options were presented. Michael Patte presented an option that he and Tom Starmack created. The purpose of the restructuring is to address faculty development, graduate advisors and committee work.

Next Meeting:
The next meeting will be March 4, 2013 at 3:00pm in MCHS 1148.

The meeting was adjourned at 5:05pm.