Minutes
Departmental Meeting
February 20, 2012
2:00 pm
Navy Hall 107


Interpreters: B. Kovach, M. Wurster

Recorder: C. Andrezze

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Additions to Agenda
- Scloss Award Representation - Knoster
- Library Funds Update — Wilson
- COE Assessment Committee — Pang
- COE Advanced Programs - Perner

Approval of Minutes
Minutes from the January 30, 2012 department meeting were approved. (Tucker/Bentley-Sassaman)

Courses Moving Through Curricular Process
Courses being put forth for consideration of GEP’s have been forwarded to COE Curriculum Committee for 2/28 meeting.
- SPECED 101 – Intro to Indiv w/ Except
- SPECED 202 – Tech for Indiv w/ Disabilities
- ASLTERP 155 – American Sign Language I

Dr. Zilz is working on the proposal for SPECED 275 – Linking Assessment/Instruction. MS in Special Education has also been forwarded to COE Curriculum Committee.

Requests for approval of online format of existing courses now must go through the entire curricular process. These courses may no longer be requested as ‘experimental’ courses.

2012-13 Budget Process
2012-13 Academic Enhancement/Equipment and Office Equipment/Furniture request forms were distributed to faculty. Requests are due to Crystal by Friday, 2/24. In addition, faculty are advised to compile their “wish list” for purchase of other types of Educational Supplies (e.g., videos, software, books, etc.) they will need for use during the 2012-13 academic year. This list is due to Crystal 4/15.
Search & Screen Updates

- Special Ed Position – B. Wilson: Eleven applications have been received. Search closes 2/28/12.
- Deaf/HH Position – D. Stryker: Two applications have been received. Search closes 2/28/12.

Degree Audit Reports
The degree audit tool is available online, but at this time it does not seem to provide reliable information. It is advised NOT to direct students to this application at this time. It is recommended that faculty pull a few advisee records and document specific issues that exist so that follow-up with the Registrar’s Office may occur.

In addition, faculty are reminded to be meticulous in documenting advisement details in student files.

COE Research Day
The COE Research Day will be held Friday, 5/4/12 from 1-3 pm in the first floor vestibule of McCormick (outside Classroom 1303). Faculty are asked to encourage student participation. Deadline for proposals has not yet been announced.

Dr. Knooster will get clarification of whether or not this is open for Graduate as well as Undergraduate student involvement. The following have indicated they are in discussion with students at this time:
- Dr. Bentley-Sassaman
- Dr. Pang
- Dr. Perner
- Dr. Stryker
- Dr. Zilz

Cynthia Schloss Award Review Committee
Drs. Stryker and Tucker have agreed to replace Drs. Krause and Slike on the Cynthia Schloss Award Review committee. Application deadline for this award was 2/3/12.

Library Funds Update
Dr. Wilson announced that there is $1700 available for library materials. Please let her know if there is something we need to have purchased.

COE Assessment Committee Update
Dr. Pang informed faculty that the COE Assessment Committee met on 2/8 to review/discuss the COE Assessment Handbook. Several recommendations were made for revision before the Handbook can be distributed.

COE Advanced Programs
Dr. Perner noted that a policy similar to 3810 is being developed for 2nd certification programs.
Announcements
Mrs. Edwards reported that Deb Hartman is doing well following her recent surgery.
Faculty are directed to the additional announcements noted on today’s Agenda:
  • Faculty are reminded to check out the Assessment Instruments link of COE website.
  • Teaching schedules for Summer/Fall 2012. Contact Dr. Knoster with questions/concerns.
  • COE-wide Meeting – 4/16/12.
  • COE Professional Development Workshop on Diversity and additional diversity requirement for students.
  • Reminder that in the event of illness causing cancellation of class, faculty must submit a request for sick leave via ESS.
  • March 23, 2012 - target date for Department Retreat (1-4pm)

Meeting adjourned 4:00 pm

[Signatures]
Timothy P. Knoster, Chairperson

[Dates]
6/10/12
Dates