Educational Studies & Secondary Education
Department Meeting Minutes
September 12, 2012
MCHS 1148 at 3pm

Attending: Ralph Feather-Department Chair, Debora Krum-Note taker, Nancy Bauer, Richard Beierschmitt, Christopher Blockus, Denise Coy, Denise Davidson, M. Hussein Fereshteh, John Grabert, Fran Kendris, Larry Maurer, Geoff Palmer, Ray Pastore, Michael Patte, Michael Ruffini, Robert Rupp, Nancy Ryland, Thomas Starmack, Viola Supon

Alternate Final Exams:
Policy will be enforced regarding approval of alternate final exams. All alternate final exams will need to be approved and students need to be informed of the alternate final exam prior to add/drop. Vi Supon made a motion to accept the alternate final exams as they were submitted for review by email and Geoff Palmer seconded the motion, all were in favor.

COE faculty meeting:
The next COE faculty meeting will be held on September 17. Preparations for the upcoming NCATE visit in November will be discussed. Required attendance for all tenured, tenure-track, full-time temps and student teaching supervisors.

Canceling Classes Due to Illness or Conferences:
Classes are not to be canceled but must be covered by another faculty member. GAs are not permitted to cover classes.

Faculty Work Schedule/Office Hours:
All faculty on a full load will have a minimum of a 3-day week schedule beginning with the Spring 2013 semester. Office hours do not count as one of the days. Also have your office hours posted on your doors and submitted to the Dean and Deby.

Faculty Sick Days:
Faculty must take sick leave for any dates missed. An example of sick leave is-if you teach MWF and miss MW you must take 3 days of sick leave-MTW.

Conference Attendance/Travel Forms:
Conferences per semester may be one conference that covers a week or several individual conferences that add up to no more than one week. All TER forms must be submitted within 60 days of the last travel date. The deadline to hand in all travel paperwork to Deby is 4pm September 26, 2012. This will ensure that the paperwork can be processed by our department prior to the Dean’s deadline.

Course Sections:
Sections will be collapsed if they are not full. Class size will be held at a workable size. Undergraduate are planned for 36 with 4 reserved and Graduate are at 20 with 4 reserves. It
was decided that Graduate courses should be lowered to 16 with 4 reserves. Reserves will not be used unless necessary. A suggestion was posed to consider creating additional sections if numbers approach or exceed the cap.

**Winter Intersession:**

Michael Patte stated that a winter intersession has not been finalized. Currently only one of the 14 articles is approved.

**Advising Students:**

All tenure-track and tenured faculty have advisees. There is a new policy regarding changing a student’s advisor. The student must go to the coordinator to have a form completed. The form will be sent to Ralph Feather. Ralph will refer to the current advisor and make a ruling on the change. The student may contest the ruling with Ralph.

Make every effort to meet with all of your advisees regardless of their majors. We advise regarding their education requirements. Any questions regarding their content should be directed to their advisor in their content area. You may contact that advisor while the student is meeting with you.

See Ralph or Nancy Bauer with any questions then relay the answer to your advisee. Do not send the student to Ralph as he will need to start from the beginning.

Holding a mass advising meeting for freshman and sophomores was suggested. This was done in the past by Tom Starmack. Sophomores can be done at this time however freshmen will need to wait until the new program sheets are created with the new GEP requirements.

If you are missing a folder for a student assigned to you please contact Deby and a copy of the student’s folder will be provided. When advising transfer students you will need to refer to the transcript and ISIS course list.

**Undergraduate and Graduate Program Coordinator:**

Welcome Nancy Bauer as the new coordinator for all ESSE students. She will perform many tasks for the department. Nancy will advise grad students only, if you have questions regarding undergraduate students she will be available to assist. Other tasks are graduation checks, field checks and assessment (especially as it relates to general education).

**New Program Sheets:**

The English department created a program sheet for our students. We will revise this sheet for all our tracks. A committee will work on the new program sheets. The following volunteered:

- Tom Starmack and Ray Pastore – Math
- Ralph Feather – Sciences
- Michael Ruffini – Citizenship

It was determined that GAs can be assigned the initial revision and the faculty will review and make adjustments as needed. A template will be provided to all faculty.
NCATE Updates:
Preparation of faculty will be conducted with practice questions in preparing for interviews. The goal is to avoid pitfalls and negative results.

Revision for GEPs:
Revisions are required for EDFOUND 406 (prepared by Hussein Fereshteh), EDFOUND 314 (prepared by Michael Patte) and EDFOUND 251 (prepared by Nancy Ryland).

Revision of Course Numbers:
A discussion regarding revising EDFOUND and SECED course numbers determined that each course will need to be redone in the new format and presented individually to BUCC. The process will be verified. The need to create a course name to distinguish the leadership courses was discussed and a committee was formed consisting of Tom Starmack, Michael Patte, Ray Pastore and Geoff Palmer.

ECAE Name Change:
ECAE has submitted a name change request. The new name will be Early Childhood and Mid-Level Education. There were no objections to the new name.

ESSE Name Change:
Last year our name change was discussed however the approved name was not followed through. Faculty members are to bring examples of a new name to the next department meeting to restart the process.

Open House:
The open house will be held on September 29 and October 27, 2012. Ralph Feather and possibly Larry Maurer will conduct the September 29th and Nancy Ryland and Vi Supon will conduct October 27th. We have MCHS 2314 reserved from 1-3pm for both days.

Department Committees:
A tentative list of committees and members was distributed. Adjustments were made and the committees will meet and decide on the chairs. Professional Development will assign observers in the future and this will be done in a rotation. This will provide more diversity in the observations. Annual evaluations are due November 1st.

COE Committee Reports:
The grad council wants students who take an R to be given 1 credit the following semester. This is to encourage the students to continue to make progress and completion.

Future meetings:
Our next meeting will be held October 3, 2012 at 3:00pm in MCHS 1148

Meeting was adjourned at 4:25pm.