Educational Studies & Secondary Education
Department Meeting Minutes
October 8, 2012
MCHS 1148 at 3pm

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

Winter Session:
Prepare proposals if interested in posting a course. A limit of one course may be scheduled by each student. Only a few buildings will be open during the session. One chair will represent the COE for the session.

When Advising Students:
Fill out a program checklist when students apply for graduation and attach it to the application. If a checklist is not done, it will be returned to you.
If your advisees have difficulty with scheduling, help them select courses, but don’t schedule for them. There are ISIS tutorials that explain how to schedule. You may need to provide additional time during scheduling to accommodate your advisees.
When you are advising students who want to withdraw from a class there are tutorials available on the Registrar webpage to assist the student, do not do it for them.
GEPs will not be grandfathered as they are approved.

Revision of Course Numbering System:
Revise EDFound & SECED to prefix EFSE--Omnibus forms may be needed
Create EDLEAD which will have a prefix of EDL--Supervisory/Principal/Superintendent
COUNSEL will remain the same
PROFSTUD will remain the same

New Undergraduate Program Sheets for GEPS and Inclusion of GEC Goals:
An example of the new program sheet for the ESS program was presented. Remaining program sheets need to be completed as soon as possible. Please use the templates created by the GA-Nathaniel.
NCATE Update:
Preparation of faculty—you may need to put in more time to be prepared.
Avoiding pitfalls and negative results—must know the answer to the questions.
Preparing for interviews—be prepared with the answers.
Question: How do you incorporate the College’s framework into your classes?
Question: What has our department done in response to previous data collection?

Revision for GEPs:
EDFOUND 406, EDFOUND 251, etc. for GEPs (this cannot wait…it needs to be worked on now).

Revision Assessment for Gen Ed:
EDFOUND 204, 206, and 291; Changes need to be made to connect with imbedded test questions. The number of Rubrics can be cut back but keep the objectives for NCATE requirements.

Department Name Changes:
Bring your suggestions to the next meeting.

Open House:
The updated PowerPoint handout was presented and the electronic version will be sent to Nancy Ryland and Vi Supon for their use on October 27th.
Larry Maurer and Ralph Feather conducted the September 29, 2012 presentation and Nancy Ryland & Vi Supon are scheduled for the October 27, 2012 presentation.

Department Committees:
The committee list was emailed for review. No changes are needed and the attachment will be emailed to everyone. The Professional Development committee requested an updated list of faculty status. A tentative spreadsheet was emailed with the fall 2012 faculty observations. Deby will provide query instructions and a worksheet of the fall course schedule to all faculty members by email to assist in scheduling the observations.

Future of the College of Education:
Reminder—Our future depends on us.

Future meeting:
The next meeting will be October 31, 2012 at 3:00pm in MCHS 1148.

The meeting was adjourned at 4:40pm.