MINUTES
Departmental Meeting
December 5, 2011
2:00 pm
Navy Hall 107


Interpreters: T. Fosse, S. Glowaski

Recorder: C. Andrezze

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Approval of Minutes
After an addition to the Agenda (Advisement Issues), the Minutes from the November 14, 2011 department meeting were approved. (Zilz/Tucker)

COE Strategic Plan
Initiatives of the COE Strategic Plan were distributed to faculty. These were taken from the latest draft of the document, which will be finalized and presented to the Provost in the near future. Initiatives identified from SWOT and discussions include:

- Enrollment Management Plan – Caps on programs will begin this Fall 2012.
- Centers of Excellence – Target areas: PBS, Literacy and Ed Leadership appear to be most tangible at this time.
- Communication Network – Improved information flow through COE.
- Office of Field Placements – Drs. Krause and Mauch are meeting with Provost Blake this week to determine timeline for this.
- Community Involvement –
- Induction Program – COE resources for new hires.
- Child Development Center – Plan for building in the next 4-5 years.
- Quality Field Experiences –

Graduate Assistant Usage (2012-13)
Dr. Knoster distributed to the faculty a proposal for graduate assistant usage for 2012-13. This proposal was being presented as a way for the department to maintain consistency year to year and to have graduate assistants connected to strategic initiatives as well as continued direct support to faculty. Faculty are asked to think about how we are utilizing graduate assistants, how our graduate assistants might benefit more, and how can we provide opportunities to everyone. More discussion of this will occur at the Special Ed. program meetings.
Advisement Issues
Faculty are reminded that the only time student advisees should be sent to Crystal is to request Course Needs Forms. If specific advisement issues exist, please bring those to the attention of Dr. Knoster.

Search & Screen Updates
Special Ed Position – B. Wilson: Briefing meeting is this afternoon.
Deaf/HH Position – D. Stryker: Briefing meeting is tomorrow morning.

Announcements:
Faculty are directed to the announcements noted on today’s Agenda:
- Assessment instruments on COE website.
- Teaching schedules for Spring 2012.
- Requests for scheduling Summer/Fall 2012.
- COE Retreat and meeting dates.
- COE Professional Development Workshop on Diversity and additional diversity requirement for students.

Meeting adjourned 2:56 p.m.

Timothy P. Knoster, Chairperson
Dates