

COEPD Cabinet Meeting

June 4, 2014 – Teays Valley Seville Building

Present: Teresa Eagle, Sissy Isaacs, Sandra Stroebel, Mike Cunningham, Lisa Heaton, Paula Lucas, Stan Maynard, Joyce Meikamp, Barbara O'byrne, Missy Reed, Bob Rubenstein, George Watson, Becky Sloan and Brean Stewart.

Goal for Summer 2014:

- Meet one time per month on a Wednesday at the Seville Building.
 - July 9th – note orientation begins at 1pm in Huntington
 - August 6th
- Define clear Program Director roles, responsibilities and terms.
- Finalize P&T committee membership and process for pre-tenure review.
- Establish final Faculty Development policy and request form.

Program Directors and Organization Issues:

- Per handout from the handbook:
 - The PD will be recommended by the members of the program area and appointed by the Dean. The term of office will be four years with no limit on the number of terms that a person might serve. Each program area will maintain a plan for the development of leadership within the program.
 - Sandra Stroebel recommended adding at the end i.e. Program Director-in-Training, Assistant Program Director, Coordinator, etc. to greater explain examples of a plan for leadership development.
 - Sissy Isaacs clarified that e-voting is an option, but not required.
- Organization and compensation proposal suggests dividing by graduate and undergraduate program specific. See chart of proposal. Note there are 3 undergraduate degrees, multiple graduate degrees, and some grad degrees are offered on both campuses.
 - Proposed a choice for compensation in the summer: 1. Stipend (amount TBD), 2. Overload, and 3. Equivalent to 1 course=8.5% of salary.
 - Notes:
 - Literacy – offered on 2 campuses, unique issues at both undergraduate and graduate levels.
 - New CAEP standards have CAEP reports no longer CAR reports. SPAs still submitted to the state.
 - SPED – possible RAT for coordinator as well due to seven SPA reports.
 - ECE – small program.
 - PD can choose to take RAT any semester.
 - C&I – look at number of students, which is huge.
 - Separated undergraduate and graduate, because both are huge programs.
 - Suggested coordinators for like disciplines to help carry the load. Some coordinators are already in place in SC.
 - Two connected ideas: 1. Advisory council for Clinical Experiences and 2. Director of LRC.
 - Stan Maynard suggested TESC committee to be the Clinical Advisory Council, as to avoid creating another committee.
 - Limited resources available, need to maximize our resources. No guarantees to fill vacancies. Look at the big picture.
 - Not a matter of location, but where can we utilize resources.
 - Program numbers as of 2-2-14:

- School Psych – 39
- Counseling – 166
- Literacy Ed. – 114
- LS/ATE – 237
 - +15 – SSA
 - +74 – Certifications
 - +85 – ATE
 - Total – 411
- SPED – 211
- ECE – 40 + 7 = 47
- MAT – 95
- PBC – 57
- Ed.D. – 59 LS
- Ed.D. – 59 C&I
- C&I Undergraduate:
 - Pre-Teacher – 644 (freshman & sophomore)
 - Secondary Ed. – 219
 - ELED – 188
 - Total – 1051
- C&I Graduate:
 - ELED – 67
 - Secondary Ed. – 50
 - Ed.S. – 32
 - Certifications:
 - CIME – 5
 - CISL – 22
 - ITL – 30
 - Total - 206

• **PD's action items:**

- Take proposed concept back to review and give thought.
- Discuss with program faculty.
- Timeline – early fall with implementation ASAP in fall.
- Look at program area with the coordinator concept in mind, and develop a plan to build leadership capacity.
 - Noted that as/if coordinators were identified they would not be a part of the monthly cabinet or PD meetings.

P&T immediate issues:

- Need a decision early fall for the P&T committee draft for the handbook.
- Decision on programs pending.
- Sissy Isaacs commented that the committee seems weighted toward the graduate side.
- Discussed and all agreed to divide P&T membership into 2 divisions: Graduate and Undergraduate, then elect 3 members from each division to serve on the COEPD P&T committee. Faculty teaching both would be eligible to run on either side.

Pre-Tenure Review:

- Need to develop a transition plan for Fall 2014 following the new policy. Optional for past hires.
- Discussed “exceptional evaluation” and the 5% salary increase at the pre-tenure review mark, which directly reflects the salary increase at time of promotion.
- Pre-tenure reviews will be more formal. Dean makes the decision.

- Appointed a sub-committee to review and define exemplary and the criteria, then submit a statement or proposal for our next meeting.
 - Lisa Heaton and George Watson.

Faculty Development Funds Request Form & Policy:

- See handouts.
- Faculty may apply for out-of-state travel funds up to \$2,000 per trip/conference, with a limit of \$4,000 per fiscal year.
- Student travel will be separate.
- Important to include on request form:
 - Spell out conferences, please do not use abbreviations such as EERA.
 - Include departure dates.
 - Note personal travel time.
 - Important to stay for entirety of conference sessions.
 - Encourage faculty to immediately enter information in Digital Measures upon returning.
- Becky will keep and track all development funds for all faculty to track expenses.
- Summary of presentation to the program area, etc.
- Documentation of post-conference presentation to college/program should be attached to the form for an additional FDF request.
 - Have You Herd news blast may be an opportunity to list travels and presentations/publication of faculty in a quarterly timeline.
- Funds will not roll over.
- All agreed to these procedures, and noted the importance of being good stewards of the college funds and importance of sharing professional information with colleagues for knowledge and collaboration purposes.

Committees for Fall 2014:

- Faculty Liaison committee needs finalized.
 - Paula Lucas, Missy Reed, Joyce Meikamp and Janet Dozier to have final proposal for next meeting.

Load Equity:

- Mathematical proposal to assure equitable load distribution and opportunity for course release.
- 4/4 undergraduate load = $.25/\text{course} \rightarrow 1.00$ full load
- 3/3 graduate load = $.33/\text{course} \rightarrow 1.00$ full load
- For split loads, the goal is to add up to 1.00, any overages can be banked to buy out a course release. $.25$ needed to buy out an UG course and $.33$ needed to buy out a Grad course.
- Not applicable in summer.
- Further discussion pending.