

## COEPD Program Directors Meeting

*Seville Building: September 3, 2014, 9:30- 11:30 am*

### Meeting Objective

*Ready for vote on committee memberships*

### Present:

Teresa Eagle, George Watson, Paula Lucas, Bob Rubenstein, Eric Lassiter, Lisa Heaton, Tina Allen, Edna Meisel, Mike Cunningham, Barbara Obyrne, Brean Stewart, Gabi Dahalia, Becky Sloan.

### Welcome:

Excited to welcome several new faculty and staff.

Noted that we did receive approval to merge the two director positions in Huntington (Student Services and Clinical Experiences offices). Both the new role as director, Kandice Napier, and Assistant Director, Amanda Preece, will begin September 16<sup>th</sup>.

Met with faculty to discuss salary distribution. Need to justify inversions based on meritorious performance. Talked to Program Directors with faculty involved/affected.

- Larger than proposed (3.28 %); looks better
- Plus \$504. = \$2K = raise
- All begins in October
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Committee Elections – need to move quickly to establish committee membership for this academic year.

- Graduate Program Committee (GPC) and Teacher Education Standards Committee are already active, meeting and set.
  - In addition, the college has three Faculty Senate vacancies.
    - Curriculum (UCC) – Lori Howard resigned
    - Faculty Personnel – Kallam retired
    - Functions – Boswell retired
1. Diversity and Social Justice Committee – no changes since last revision, Elect 6 bottom 3 = 1 year, top 3 – 2 year term, staggered. All accepted.
  2. Determined to hold off on the GPC, TESC, and UPCC pending reorganization of Huntington programs. Paula and George to finalize.
  3. Teacher Education Standards Committee – all initial and look at membership, UG teaching responsibilities.
  4. Undergraduate Curriculum Committee – all eligible disclaimer.
  5. Promotion and Tenure – biggest concern is membership.

### Group work:

- Breakout teams worked on adopting committees and distinguishing membership.
  1. P&T – Lisa Heaton, Paula Lucas and George Watson
  2. Faculty Review – Eric Lassiter, Tina Allen and Bob Rubenstein
  3. GPC – Edna Meisel, Mike Cunningham and Barbara Obyrne

### Graduate Program Committee:

- Change 2 members and C&I/ EDF combine
- Add 'Programs select representatives to the committee' .
- Ex-officio
- One member at large – no campus designation
- Keep campus descriptions
- When go in effect? Committee is currently functioning, discussed when should these changes go in affect?
  1. Paula – new name CI/EDF
  2. Barbara, Joyce, Janet, Sandra, Missy – discussion 4 program areas divided/ represented. Since reps/Leader not present.
  3. SPED – Reed, Angel, Mcfar, Elkin, Lockwood
  4. Graduate Program Committee – Harold, Ruth Ann, Missy, Paula representatives from the Huntington campus.
- Mike Cunningham – At-large members provide another opportunity for service.

### Promotion and Tenure:

- Membership total of six – 3 SC/ 3 H, with no more than one person per program area. Total of seven members with two alternates.
  - 4 & 4, then 9 only at last mtg/ beg. Virtual
  - Teresa Eagle – suggested to try with 9 members; and revisit if too large.
- Mike Cunningham – shared that the external member is involved in the portfolio discussion and brings different perspective, and often more objective. Eldon Larsen has served as this role for GSEPD in the past. Discussed the benefit of the external member breaking a tie. Teresa clarified that external members should be committed to the committee, as we do not want to pull in two directions.

### Recognition:

- Suggested revision of second bullet: add 'for the college.' to the end.
  - Last bullet: add 'both internal and external' to the end.
- Make recommendations to the cabinet in an effort to be more explicit.
- Confirmed that self-nominations are accepted.

- President Kopp often gets his information via MU Press Releases. All agreed that we need to do a better job of promoting ourselves and the college both internally and externally.
- Change membership to 3 SC /3 HGTV – total 6, to be consistent.

#### Faulty Review:

- Membership consistent with 3H/3SC faculty, total six members.
- Add bullet:
  - At least annually, assess and evaluate the college and report to the cabinet.
  - Identify ways and provide opportunities for faculty to voice ideas and concerns into college decisions.
- Suggested to utilize committee in Assessment Day activities. Possibly do a SWOT analysis on the college to determine and provide evidence to the health and direction of the college. Needs to be reviewed further.

#### Other:

Brean will work with George Watson to set up a vote via survey monkey.

Teresa Eagle – committee chair should compile minutes or synopsis. Minutes as appropriate submitted and annual report. Post to private website.

Promotion and Tenure orientation meeting TBD, coming soon.

Possible ad hoc committee for merit salary. Give thought on this formation.

- Next Meeting: Seville Building = October 8, 9:30 am (Deans and others are attending CAEP Conference the end of September).
- Oct. 1 will be returning from CAEP).
- Huntington PDs: Wednesday, Sept. 10, JH 219, 11:00 am
- SC PDs: Wednesday, Sept. 17. GC 226, 10:00 am
- Faculty Meeting – South Charleston, Tuesday, September 9, 11:00 am- 2:00 pm
- All COEPD Meeting – Location TBD, Friday, October 10, 11:00 am – 1:00 pm
  - Fall meeting on Huntington campus.
    - Fall 2014: Harless Dining Hall, Ed Grose room, lunch buffet provided.
      - Brean will send parking passes to Becky.
  - Spring meeting on SC campus.