

Stewart, Brean

From: Stewart, Brean
Sent: Wednesday, September 7, 2016 2:31 PM
To: Eagle, Teresa; O'Byrne, Barbara; Heaton, Lisa; Dozier, Janet; Watson, George; Lucas, Paula; Nicholson, Bobbi; Sloan, Becky; Isaacs, Sissy; Stroebel, Sandra; Meisel, Edna; Lockwood, Debra; Farmer, Jeanette; Watts, Louis; Bethel, Charles; Allen, Tina; Ellison, Lori
Subject: RE: COEPD Cabinet--handouts and minutes
Attachments: COEPD Committee Nominations Fall 2016.pdf; COEPD Cabinet agenda 9.7.16.pdf
Importance: High

All, see minutes below and handouts attached.

Present: Tina, Allen, Charles Bethel, Gabi Dahalia, Janet Dozier, Teresa Eagle, Lori Ellison, Lisa Heaton, Sissy Isaacs, Debbie Lockwood, Paula Lucas, Edna Meisel, Bobbi Nicholson, Barbara Obyrne, Becky Sloan, Brean Stewart, Sandra Stroebel and Louis Watts.

Please find attached agenda and updated committee nominations to-date.

Distributed updated COEPD faculty handbook, contact list and marketing brochure.

- Link to handbook http://www.marshall.edu/coepd/files/COEPDHandbook2016_finished-08312016.pdf

Committee nominations/election:

- COEPD nominations close end of business on this Friday, September 9th. Election will follow next week, Tuesday-Friday, September 13-16. Noted that physical location will determine H/SC representatives for this year's election only, until further clarification can be established.
- Committee membership was discussed and the importance of service for junior faculty was agreed by all. Noted the importance of a mix on the committee make-up of both junior/senior faculty members. Stated the changes for new faculty to be promoted/tenured are increasingly more difficulty.
- Committee questions for clarification that may be forwarded to the Faculty Review committee:
 1. Physical location?
 2. Should there be a maximum number of committees one can serve on?
 3. Suggestion to remove campus designation, H/SC, and use GPC as a guide to establish committee membership based on programs?
 4. Alternate on P&T committee may be from the same program as another P&T committee member.
 5. Should the number of consecutive terms one can serve on a specific committee be added?
 6. Would an election committee be necessary, or add these reviews/questions to an existing committee?
 7. Should a seat for junior and senior faculty be added to the committee membership make-up.

CAEP assessment update – Edna Meisel

Other – Sandra Stroebel

- Discussed Adjunct Day – due to budget cuts will not be able to afford paying adjuncts \$500 to attend. All agreed that due to accreditation, it is important to still offer the event. Discussed the date of Tuesday, November 8, election day. Noted to get Mindy Allenger and the CTL office involved for

training/resources. May lower stipend to \$200. Dean and business managers to discuss other budget sources to use such as MURC funds.

Brean W. Stewart

Business Manager I
Office of the Dean
College of Education and
Professional Development
Marshall University
Office: Jenkins Hall 220
Phone: 304/696-3131
Fax: 304/696-6221
E-Mail: watters4@marshall.edu

From: Eagle, Teresa

Sent: Tuesday, September 06, 2016 3:36 PM

To: O'Byrne, Barbara; Stewart, Brean; Heaton, Lisa; Dozier, Janet; Watson, George; Lucas, Paula; Nicholson, Bobbi; Sloan, Becky; Isaacs, Sissy; Stroebel, Sandra; Meisel, Edna; Lockwood, Debra; Farmer, Jeanette; Watts, Louis; Bethel, Charles; Allen, Tina; Ellison, Lori

Subject: COEPD Cabinet

Just a reminder of tomorrow's cabinet meeting – 9:30 am at the Seville Building. I just updated the meeting request, so you may be receiving a new meeting announcement.

See you tomorrow!

Teresa R. Eagle, Ed.D. | Dean | College of Education
and Professional Development – Marshall University
100 Angus E. Peyton Drive, South Charleston, WV 25303 – GC305
One John Marshall Drive, Huntington, WV 25755 – Jenkins Hall 220
(304) 746-8924 or (304) 696-6703 | (800) 642-9842 x 6-8924 | t.eagle@marshall.edu

College of Education and Professional Development

Meeting Agenda

September 7, 2016

9:30 am – 12:00 pm

Seville Building, Teays Valley

Syllabi to BERT

Nominations/Elections

COEPD SUPER DAY!

Handbook

Laminated Contact List

P&T Orientations - week of October 10

Intent to apply to Dean – October 13, 2016

P&T PreTenure Reviews – 5 – before November 1

CAEP

Upcoming Events:

Next Cabinet Meeting – Wednesday, October 5, Seville Building, 9:30 am

Program Director Meetings - H Friday, September 9, 11 am

SC Wednesday, September 21, 10 am

General Faculty Meeting – Monday, September 12, Playhouse, 2 pm

COEPD SUPER Day! – Friday, September 16

COEPD Fall Faculty Meeting – Friday, September 16, BE5, MSC, 11 am

Campus Conversations - Wednesday, September 21, 6-7:30 pm

President's Investiture – Thursday, September 22, 10:30 am, John Marshall statue

Faculty Senate – Thursday, September 22, 4 pm

Green and White Day – Saturday, September 24

Graduate Council – Friday, September 30, SC TBR, 1 pm

SRCEA - October 6-8, Charleston, Embassy Suites

Sabbatical Leave requests (2017-2018) due to Academic Affairs by October 7 (me by Oct. 1) → 10/7 AA

5 Year BOG Program Reviews for 2016-2017 – Due in Dean's office October 1

BAs in Elementary Education, Secondary Education, Childhood Education

MS in Adult and Technical Education (MCE)

MA in Counseling

EdS in School Psychology

MA in Elementary Education/Early Childhood Education/Secondary Education

Educational Specialist (EdS)

All other graduate reviews due in Dean's office October 15

Educational Doctorate (EdD)

MAs in Leadership Studies, Special Education, Reading (Literacy) Education

Master of Arts in Teaching (MAT)

Candidate's Name: _____

Pre-Tenure Review

TEACHING AND ADVISING CHECKLIST

First review occurs in October of 3rd year at Marshall. Final review occurs the following April. Candidate should bring in-process portfolio with blank post-it notes to each review. While candidate must meet Exceptional in all categories in order to be considered for pay raise, meeting all benchmarks may NOT guarantee pay raise.

Requirements for Rating of "EXCEPTIONAL"

Student Evaluations:

_____ Semester by semester summary and official evaluations with ratings and comments from MU BERT.

_____ Ratings of "Strongly Agree" on more than 50% of items and "Agree" on most other items for almost every course.

Peer Evaluations:

_____ At least three peer evaluations within the last 2.5 years. One must be external.

Program Evaluation from _____ Year _____

Program Evaluation from _____ Year _____

External Evaluation from _____ Year _____

Varied Teaching¹ and Evaluation² Strategies:

_____ Consistent use of varied teaching strategies over last 2.5 years and across courses

_____ Consistent use of varied evaluation strategies over last 2.5 years and across courses

Teaching Materials _____

Evaluation Materials _____

Active Advising:

_____ Fall advising lists from MU BERT for the last 2.5 years

_____ Documentation of active advising

Supporting Documents _____

Additional documentation

_____ Award for teaching

_____ Curriculum development

_____ Directing students who receive honors

_____ Methodological or techniques presentation to a peer group

_____ Guest speaker for class outside program or primary teaching area

_____ Teaching honors course

_____ Evidence of quality in First Year Seminar teaching

_____ Other (_____)

¹ **Teaching** refers to the materials and strategies used to teach the course content: e.g., samples from course notes, lectures, handouts, handbooks, outlines, presentations, study guides, syllabi, tutorials, etc.

² **Evaluation** refers to both the formative and summative assignments candidate used to evaluate students' learning of the course content; e.g., assignment descriptions, grading criteria, checklists, rubrics, samples of student work, quizzes, exams, etc.

Candidate's Name: _____

Pre-Tenure Review
SCHOLARLY AND CREATIVE ACTIVITIES CHECKLIST

Requirements for Rating of "EXCEPTIONAL"

A total equivalent to 4 major projects

Yes No

1 must be a major project

Major and/or secondary projects equivalent to 3 additional projects

- _____ Author or co-author of a book related to discipline and having a recognizable, credible publisher with a peer-reviewed process (*counts as 3 projects*)
 - _____ Author or co-author of a refereed journal article within discipline (*counts as 2 projects*)
 - _____ Author, or co-author of a chapter in an edited book related to discipline and having a recognizable, credible publisher with a peer review process
 - _____ Author or co-author of published article in non-refereed national/international journal
 - _____ Author or co-author of article in a national/international magazine
 - _____ Author, co-author, principal investigator, co-principal investigator, or project director of a federal grant
 - _____ Editor of a book related to discipline and having a recognizable, credible publisher with a peer review process
 - _____ Editor of a national/international academic journal
 - _____ Serving on an editorial board of a national/international journal
 - _____ Elected to major office in a national/international professional organization
 - _____ Presentation at a national/international or regional academic convention or conference
 - _____ Serving as a peer reviewer for a national/international journal
 - _____ Other major scholarly activities may be submitted
- Specify: _____

Secondary Projects (2 secondary = 1 major)

- _____ Author or co-author of a state or local grant (*must be verified by award letter*)
 - _____ Author or co-author of a book review published in an association newsletter, journal, bulletin, or regional newspaper
 - _____ Author or co-author of an article in a state or regional academic journal
 - _____ Author of article published in a regional magazine or newspaper
 - _____ Editor of state/regional academic journal
 - _____ Elected to major office in a state professional organization
 - _____ Presentation or invited paper at a state academic conference or association meeting
 - _____ Other activities may be submitted
- Specify: _____

Candidate's Name: _____

**Pre-Tenure Review
SERVICE TO THE INSTITUTION CHECKLIST**

Requirements for Rating of "EXCEPTIONAL"

The equivalent of:

| | | | |
|---|-----|-----|----|
| One unit ³ of university service | | Yes | No |
| | and | | |
| Two units of COEPD service | | Yes | No |
| | and | | |
| Three units of program service | | Yes | No |

University Service

1. _____ Date(s) _____ # of units _____

COEPD Service

1. _____ Date(s) _____ # of units _____

2. _____ Date(s) _____ # of units _____

Program Service

1. _____ Date(s) _____ # of units _____

2. _____ Date(s) _____ # of units _____

3. _____ Date(s) _____ # of units _____

³ A *unit* of service refers roughly to the equivalent of the effort expended serving on an active committee for one year.

Candidate's Name: _____

**Pre-Tenure Review
SERVICE TO THE COMMUNITY CHECKLIST⁴**

Requirements for Rating of "EXCEPTIONAL"

Provided substantial contribution to a significant community project. **Yes No**

Significant community project⁵: _____

Time Period for significant community project: _____

Community group: _____

and

A record of ongoing community service to the significant project or evidence of service in other community projects for at least two years. **Yes No**

1. Service _____ Date(s) _____

2. Service _____ Date(s) _____

⁴ See COEPD Promotion and Tenure Criteria Policy for guidance and definitions. Current community service should demonstrate potential for *leadership*, which will be required in subsequent reviews.

⁵ Examples of significant community projects include things like organizing conferences, setting policy for boards of education, curriculum review for a county school system, major grants, providing a series of professional development trainings over a substantial time frame, active membership and participation on advisory boards, and participation in major community projects related to candidate's field of expertise.

COEPD Committee Nominations Fall 2016

DSJ, Faculty Review, P&T and Recognition will need to vote in two members from each campus location.

| COMMITTEE | Huntington Nominees | SC Nominees |
|---|---|-------------------------|
| Diversity & Social Justice (DSJ) | Darlene Daneker | Jeradi Cohen |
| | Debbie Lockwood | Sherry Early |
| | Feon Smith | Kim McFall |
| | Returning Janet Dozier | Bizu Wubie |
| Faculty Review | Mindy Allenger | Beth Campbell |
| | Debbie Lockwood | Jeradi Cohen |
| | | Lanai Jennings |
| | | Conrae Lucas-Adkins |
| Returning | Ruthann Arneson | Louis Watts |
| Promotion & Tenure (P&T) | Janet Dozier | Lisa Burton |
| | Ruth Ann Murphy – alternate | Barbara Obyrne |
| | Missy Reed | Carol Smith – alternate |
| | Returning Tina Cartwright | Lisa Heaton |
| Recognition | Neil Arneson | Lisa Burton |
| | Don Hall | Jeradi Cohen |
| | Jonathan Lent | Lanai Jennings |
| | Jennifer McFarland-Whisman | |
| | Returning Tina Cartwright | Sam Securro |
| Teacher Education Standards (TESC) | Mindy Backus (CIF dept.) | |
| | Janet Dozier (ECE dept.) | |
| | Vacant (CISP dept.) | |
| Returning | Jennifer Jackson (at-large) and Paula Lucas (CIF dept.) | |
| UPCC | Kath Seelinger (CIF dept.) | |
| | George Watson (at-large) | |
| | Returning Paula Lucas – CIF dept. | |
| | Debbie Lockwood – CISP dept. | |
| | Janet Dozier – ECE dept. | |
| GPC – 2 at-large members | Beth Campbell | |
| | Wendi Dunham | |
| | Conrae Lucas-Adkins | |
| | Bob Rubenstein | |
| | Returning Lanai Jennings (Lit/SPSY/ECE) | Lisa Burton (COUN) |
| | Brian Kinghorn (CIF) | Tom Hisiro (LS/ATE) |
| | Ruth Ann Murphy (CIF) | Missy Reed (CISP) |
| | Kim McFall (ELED/SED) | |