

COEPD Program Directors

October 8, 2014, Seville Building, Teays Valley

Present: Tina Allen, Teresa Eagle, Gabi Dahalia, Lisa Heaton, Sissy Issacs, Paula Lucas, Joyce Meikamp, Edna Meisel, Barbara Obyrne, , Missy Reed, Bob Rubenstein, Becky Sloan, Brean Stewart, Sandra Stroebel and George Watson.

1. University Updates:

- Campus Conversations – October 13th
- Niche Statement discussion coming up (Provost) – how can we eliminate or expand programming.
- Marshall 20/20 Planning Retreat – October 17th
- Efficiency is the goal. How can we do more with less and change habits (i.e. turn off lights when leave a room), possibility to eliminate state cars.
- Glimpse of budget
- Oasis pay delayed til April 2015 to begin weekly paydays.
- Numbers in classes- no less than 10 (UG level) upper level (doc/ Ed.S.) possibly hit hardest so need to make sure we can justify look at practicum/ internship
 - Example of justification: “only offered 1x/yr)” or “critical for graduation”
 - Faculty loads – light load = three classes, but also will look at enrollment. As some with three classes has ten people each vs. 20 people each.
 - Move away from ineffective use of faculty.
- PDs to update course rotations on BERT.
- Need to discuss balance of using less adjuncts, offering larger classes, assigning less RAT, and hiring fewer faculty/staff by combining positions.

2. New Committees:

- How to handle a tie in the voting for Faculty Senate standing committee representative? Both nominees need committee service for a future P &/or T.
 - i. Decided to make sure both nominees would be in attendance at the faculty meeting on Friday, October 10th and flip a coin.
- Brean to send announcement about committee membership.
- Sandra Stroebel encouraged the group to make sure new faculty are known and introduced to colleagues. This will help all put a face with a name, and contribute to the voting for those that need service.
- Discussed making sure survey monkey is set up with the following settings:
 - i. Enter emails of only those eligible to vote and add a privacy setting.
 - ii. Do not track emails.
 - iii. Connect IP addresses.
 - iv. Survey monkey will automatically send a reminder to voters that have not yet voted

3. Plan for Friday all- COEPD Faculty Meeting

- Introduce new faculty
- Give committees their charge per the handbook.
- Break committee tie.

- Will need sign-in sheet for lunch and sign-up sheets for the following committees:
 - Hooding Planning ad hoc committee
 - Merit Pay Process ad hoc committee

- Sissy & Huntington PDs to nominate 3 faculty.
- Sandra & SC PDs to nominate 3 faculty.
- Will send a call for volunteers to serve.

4. Spring Hooding plans committees:

- Sign-up Sheet at the faculty meeting on Friday for those interested in volunteering to plan and implement hooding ceremony traditions, location, etc.
- Brean & Becky will be the starting points for this committee.
- Fall 2014
 - Hooding Plans – Emmanuel Baptist Church in Charleston.
 - Recognition Ceremony and Reception for initial degree candidates.

5. P&T Pretenure review – handouts

- Currently two different stakeholders in pre-tenure review: 1. New hires (2014-2015) and 2. Hires within the past few years (2011-2013)
- Our past process in SC has been collaborative, collegial, and provided a mentorship review style.
- Note that this process only addresses tenure.
 - Proposal – See bullet ‘f’.
 - Add sentence – “Using the discussions from the fall pre-tenure conference, in conjunction with the argument presented by the faculty member and appropriate document; and a portfolio evaluation by committee members, the dean will determine whether or not the exemplary rating is valid, and should be recommended to the Chief Academic Officer as such.”
- P&T applicant should include a letter stating “Since my meeting with committee...”.
- In the long-term, faculty should be involved in the decision. Decision should be made with wisdom, as a lot will be riding on the letter (5% raise).
 - Portfolio-in-process
- Applicant can forfeit 5% raise late in 3rd year, but there will only be one shot to justify exemplar.
- Clarification? – Impression from chair’s meeting that the guidelines are not possible in some colleges and cannot be rated exemplary in short amount of time.
- Reward those (minority) that work hard and start immediately on their service and scholarly work.
- Anyone hired 8/2014 will follow the new policy. Others hired before 8/2014 will have an option.
 - Incentive – extra 5% raise.
 - Dean to talk to all those with option
- Provost agreed option commit this week new/old
 - Colleges do not have their exemplary ratings criteria completed, so Provost agreed to give them an extension til the Monday after Thanksgiving to commit to the old/new policy.

6. What is exceptional/exemplary? – handout

- All agreed on the importance to set the bar high and that we have a good strong faculty.
- Want to make sure criteria is “exemplary enough”.
- School/ Creative – breaking point
- Service – important to define university citizenship
- Rubric for the Peer observation rating forms
- Methods vs. Materials (plus documentation)
- Subjective student work samples/orientation- black board
- Use the same rubric during pre-tenure review & P&T Review
- Teaching & Advising – more holistic approach.
- Potentially have three years to try out the new criteria (if no one chooses to use the new way).

- Need draft by 10/22 for upcoming pre-tenure reviews.

7. P&T Tweaks for new hires (2014 & beyond):

- Pre-tenure review
- P&T separate – tenure first, then promotion to associate.
- Once hired, faculty has five years to apply for Tenure and Promotion to Associate, same time frame, same portfolio but not the same criteria.
- Need to discuss and determine criteria. Should current tenure and promotion to associate criteria be swapped? How should the policy be different, the same, etc.
- Start with three original work groups from the spring and add faculty to discussion at the meeting on Friday.

Teaching & Advising	Scholarly & Creative	Service
Bob Rubenstein	George Watson	Tina Allen (Sandy Bailey)
Lisa Heaton	Barbara Obyrne	Mindy Backus
Missy Reed	Joyce Meikamp	Mike Cunningham
Edna Meisel	Beth Campbell	Janet Dozier
Jonathan Lent	Lori Howard	Louis Watts
Jennifer McFarland-Whisman	Harold Blanco	Paula Lucas
		Mindy Allenger
		Sissy Isaacs
		Sandra Stroebel

8. Other:

- Sandra Stroebel brought up the issue of text book adoption/ follett discover online forms in SC. Deemed only a SC issue. To look into dropping off in Huntington’s Dean’s Office and Teresa bringing to SC.
- All Special Education faculty meeting TBD in November, coordinating with Joyce and Missy.

Next Meeting: November 5, 9:30 am; Seville

SC PDS – 10.15.14, 10 am

Huntington PDs – 10.13.14, noon