

COEPD Cabinet/Program Director Meeting

November 5, 2014, Seville Building, Teays Valley, 9:30- 11:30 am

Present: Mike Cunningham, Gabi Dahalia, Teresa Eagle, Lisa Heaton, Lori Howard, Sissy Issacs, Paula Lucas, Stan Maynard, Joyce Meikamp, Edna Meisel, Barbara Obyrne, Bob Rubenstein, Becky Sloan, Brean Stewart, Sandra Stroebel, and George Watson.

1. Tidbits from Dean's Meetings

- Encouraged all to look closely at textbooks and costs. Goal to keep the cost down for students, and need to consider students' needs.
- HLC accreditation visit will be October 2015. Discussing how to present syllabi and may need to add some items. University Assessment Committee (UAC) encourages all to add a link in their syllabus, which includes must-have information such as academic dishonesty policy etc. Paula Lucas is our college representative on the UAC.
 - Paula to send SC faculty the syllabus check-sheet.
- HLC asked for university office hour policy. Currently each college sets their office hours, for example COEPD is five hours per week. We will be able to maintain this, unless we want to make a change. However, the university is in the process of creating a policy, which will probably state that office hours are at the discretion of each college with a minimum of five hours per week.

2. Program Reviews Schedule – see chart

- Undergraduate degree programs follow Lumina pathways objectives, and reports are completed.
- Graduate degree programs will continue to follow our former process, and submit annual reports mid-year to reflect the past academic year, which leads to the BOG five-year review.
- See chart.
 - Confirmed contacts listed are accurate, and will add Dr. Wubie to ECE graduate report.
 - Determined a reasonable date for submission to the Dean's Office will be January 26, 2015.
 - Reports will reflect Summer 2013, Fall 2013 and Spring 2014.
- Edna to research the new data from the graduate surveys.
- Teresa to send email of links to SC program directors.
- Paula shared that the UAC has a rubric that is used to evaluate program reviews.

3. Pre- Tenure Review Rubric – handout drafted by Barbara O'byrne, Bobbi Nicholson, & Sandra Stroebel with consultation from Lisa Heaton.

- Draft to accelerate the conversation, need to add a legend or key. Goal to help define exemplary. Wanted to objectify yet keep qualitative.
 - All discussed the importance of keeping the policy qualitative.
 - Many grad programs require 76% strongly agree or agree on Course Evaluations, which 76% reflects a grade of a 'C'. Need to examine. How is a C grade exemplary? Look at student comments.
 - Agreed that the structure is a good starting point.
 - Clarified that only those with the rating of exemplary will receive the tenure raise.
 - The key is does it engage learners and promote Critical Thinking.
 - Suggested to form a committee to observe teaching to replace the current peer evaluations. This peer observation task could be a function of the Recognition Committee.
 - Decided to use the criteria for mid-tenure reviews this year (4), to see if the rubric is needed and/or how it needs tweaked.

- Mid-tenure reviews include four faculty this semester (1 Huntington and 3 South Charleston to use as a pilot).
- Stan Maynard suggested creating a 'library of excellence' to display our teaching strategies, number of assessments, and samples for junior faculty to see what an exemplary, excellent, etc. rubric looks like.
- Recommendations should come from the P&T committee to the cabinet.
- P&T members should be involved in mid-tenure reviews this December. Suggested that Teresa provide Huntington P&T members the context of past reviews.
 - Goal to have info for the February cabinet meeting from the P&T committee regarding how the rubric was used, how it was valuable, thoughts about the peer evaluations, and overall how we should use it moving forward, etc.
 - Suggested to utilize our expertise as professional educators and routinely observe teaching.
 - Teresa to schedule a meeting with the P&T committee soon.

4. P&T for new hires (2014 & beyond)

- As a follow up to the faculty discussion at the October 10th meeting, program directors will report about criteria for tenure and associate level: Should criteria for Assoc. be same as criteria for tenure?
 - Lisa Heaton – Teaching and Advising – suggested criteria should be the same at all levels.
 - Paula Lucas – Service – need to clarify the following items:
 - definition of unit
 - given more options (PA announcer)
 - represent university in outreach
 - Description community service listing specific items Ex. Sunday School Teaching
 - Scholar – publication required. Barbara suggested flipping criteria. Discussed but not decided.
- In regards to tenure, we need to ask ourselves, “who do we want as colleague at MU?”
- Need to build our leadership capacity.
- Part of the recruitment factor for faculty is that our former P&T policy allowed for 1. Job security and 2. Promotion with raise within six years of hire.
- Final suggestion:
 - Full Professor: Use same criteria as current
 - Tenure/Associate Professor: Use current criteria for tenure.
 - Mid-Year criteria: Use current criteria for Associate.
- Faculty vote is needed for clarity.

Other:

1. Lisa Heaton shared that we still need to discuss our options for out-of-state field placements. Green yellow Red States per Jendonnae Houdyschell, however we could use access to some “red” states such as New Jersey.
 - a. Teresa is going to look into a process for Ohio & Kentucky.
2. Stan Maynard suggested to provide an opportunity for centers to have a conversation to work collaboratively with faculty through grants etc.
 - a. Teresa Eagle agree and shared recently getting together with Tarabeth and others regarding the Arts and Bots grant.
 - b. ITQ grants need coordination as well. The following are currently overseeing ITQ grants: Obyrne, Heaton, Meikamp, Harless
 - i. How best to organize grants to serve counties without competing against each other for grants & serve all counties?

- ii. Noted that a county can apply for more than one ITQ grant. Info meetings/conference call was helpful in the past.
 1. Discussed and decided that Sandra Stroebel will be the point person to send the RFP info and maintain a list of those that apply college-wide.
3. George Watson has agreed to be the chair of the merit pay raise ad hoc committee, and will be getting a meeting together soon. Next deadline for a proposal is March 2015. Another raise is expected next year.
4. Stan Maynard shared that several faculty are attending the EL professional development institutes, and encouraged SC to be part of the conversation as well.
5. George Watson thanked all for attending the Live Text trainings.
 - a. Lori Howard shared that she would like to enter her classes in the spring to try it out.
6. Sissy Isaacs shared that there are still 25 TCWS that need graded.

Upcoming Meetings:

- Committees have their charges, and should be meeting soon.
- December 3rd and February 4th, 9:30 am, Seville Building, Teays Valley
- SC PDs – 11.19.14, 10 am
- Huntington PDs- 11.12.14, 11 am; 12.8.14, 11 am

Upcoming events:

Student Activities Board 11. 5.14, 3:30 pm

Special Ed Program 11.6.14, 1 pm

Graduate Part Time Faculty Seminar 11.8.14, 9:15 am

EPPAC 11.13.14 5:30 pm

HE Funding Forums: Huntington, 11.13.14, SC 11.19.14, Pt. Pl. 11.20.14

CSLC 11.14.14, 10 am

Pre Tenure Reviews: 12.11.14, 12.2.14, 12.4.14

UG Recognition Ceremony: 12.8.14, 6 pm

Hooding Ceremony: 12.11.14, 7 pm

ETD initial upload deadline: 12.11.14

Commencement 12.14.14

Grades due: 12.15.14, noon

Spring classes begin: 1.12.14

Faculty Annual Reviews Due: 2.2.15 (Digital Measures)