

College of Education

Minutes

Department Chairs Meeting

July 8, 2006

The COE Department Chairs met on July 6, 2006 to discuss COE and departmental issues. Present were Betty Alford, Bill Bryan, Mel Finkenberg, John Leonard, Lynda Martin, Lisa Mize, and Janice Pattillo.

Dean John Jacobson facilitated the meeting.

1. Celebrations and Announcements –

- **ELA – hired Sandra Stewart, articulation with Hill College**
- **HMSI – Lisa Mize, Anna Boles dominated Family and Consumer Science Conference, articulations with Kingwood and TJC**
- **HMSV – two grants submitted, Alan Larson hired to replace Dale Fish**
- **KIN – interviewing a replacement for Athletic Training**
- **SEC – Online M.Ed. in Education Leadership to be approved by the Board of Regents on July 13th**
- **COE—Jimmy Perkins gifted \$25,000.**

2. Faculty Positions –

- **ELA – 1 position**
- **HMSI – 2 positions (with no applicants)**
- **HMSV – 1 School Counseling**
- **KIN – 1 Athletic Training**
- **SEC – 1 doctoral/1 Educational Leadership**

3. Annual Report – Dr. Leonard gave a status report of progress on the next COE Annual Report and thanked Chairs for their assistance in providing material for the 2006 edition.

4. Orientations

a. Freshman July 16-18th and July 23-25th – Dean Jacobson indicated he would be out of the office for the July 16th Freshman Orientation and that John Leonard would facilitate the meeting.

b. Transfer Orientation – Transfer orientation will take place on July 7th in Kennedy Auditorium and Summer II Orientation will be in Miller Science.

Chairs indicated that attendance at the orientations had been good and that changes made in the process had improved the experience for prospective students and their parents.

5. Enrollment Management -- Dean Jacobson gave an update on enrollment trends and projections. Summer enrollment for 2006 is down 34 and Fall enrollment is currently down 70. In addition, Dr. Janice Pattillo reported on the results of an informal survey conducted by the Elementary Education Department with candidates regarding summer school.

- 6. Budget –**
- a. GA Positions --** Dean Jacobson distributed the budget for Graduate Assistants for the coming school year which is similar to current funding levels.
 - b. Capital Budget --** Dean Jacobson discussed HEF funding.
 - c. Operating Budget --** Dean Jacobson discussed the Operating Budgets for departments.
- 7. Application and Admission Process into Educator Certification –** Dr. Mize discussed the draft of a tracking process for identifying all candidates for educator certification through her office. A meeting was set with Chairs to discuss further refinements to the process.
- 8. Items from Academic Affairs -** Dean Jacobson discussed agenda items discussed at the meeting including:
- a. International Student Exchange –** partnership agreements are being developed for reciprocity of exchange students, including a \$1000 scholarship for students using the exchange university.
 - b. Enrollment Initiatives –**
 - i. Return to Learn –** an innovative approach to soliciting students to further their education;
 - ii. Connect to Success –** students who are denied initial enrollment to SFASU will be encouraged to enroll at Angelina College and matriculate into SFA;
 - iii. Pathways –** this program is producing positive enrollment results
 - iv. Graduate Assistant Salary Increase –** Beginning in 2006 graduate assistant salary will increase to \$9,225;
 - v. University Technology Committee – Computer Replacement Policy –** Dean Jacobson visited with Chairs about the serious concerns raised with the initial draft of the Computer Replacement Policy. Specifically, the original draft failed to address Macs. Dean Jacobson indicated that he would be meeting with the committee and solicited additional concerns to be brought to the meeting for discussion;
 - vi. Tenure and Promotion –** The fusing of the tenure and promotion policies has been tabled;
 - vii. SFA Website –** the revamping of the University's website has encountered software problems and the unveiling of the new format has been delayed;
 - viii. Turnitin –** Software to monitor for plagiarism will be available to all faculty in the Fall. Dr. Finkenberg pointed out that it would alert to subsequent drafts of a paper that had been previously scanned and might provide a false report.
 - ix. Bubble Sheets –** bubble sheet testing is moving from ITS to the library;
 - x. Transitions –**
 1. 120 Hour work will continue
 2. 1st Year Committee had been successful
 3. Advising Committee needs rethinking
- 9. Program Review –** Dr. Finkenberg reported that Specialized Program Association (SPA) reviews would serve as sufficient evidence that program review requirements had been met. Other program accreditation process would also substitute but might need additional support documents to be submitted.

- 10. Underenrolled Classes** – Dean Jacobson provided Chairs with a report on underenrolled courses. Chairs were asked to review and request, in writing, classes needing a waiver.
- 11. National Endowment for the Humanities** -- Dean Jacobson distributed information on this summer stipend program.
- 12. Syllabi** – Summer I & II syllabi should be submitted to John Leonard.
- 13. Board of Regents Function in the College of Education** -- Dean Jacobson discussed the evening meeting hosted by the College of Education for the Board of Regents in the Human Services Building. After a presentation of COE “highlights” there will be a catered meal.
- 14. Network Security Test** -- Dean Jacobson reported on the upcoming penetration test of SFA’s computer systems. A memo from Robert Judy, COE Technology Specialist, was distributed and discussed.
- 15. Center for Rural Education** -- Dean Jacobson reported on his work in Washington, DC in trying to gain support for a new center focused on rural education at SFASU.
- 16. Chairs Meetings for 2006** -- Dean Jacobson distributed a calendar of dates for Chairs’ meetings in 2006. The calendar is designed to be immediately following a Board of Regents meeting. The August 23rd meeting was changed to August 22nd and will be in conjunction with the NCATE Steering Committee.