

October 22, 2018
Judith Herb College of Education College Council
GH 3100C
9 am to 11 am

Members Present: Christine Fox, Jenny Denyer, Timothy Lewandowski, Ron Opp, Becky Schneider, Snejana Slantcheva-Durst, Randy Vesely, Richard Welsch, Ray Witte

Report from Council Chairperson – Victoria Stewart

The minutes from the October 8th College Council meeting were approved.

- The Dean's Cabinet discussed using Chalk and Wire with field placement courses, with both field instructors and supervisors using this platform. The College is presently using Qualtrics with field placement courses, but there is a lot of additional work involved in transferring the data from this survey program.
- The College's needs for marketing brochures and materials were discussed.
- Dawn Sandt discussed HLC reporting.

Dean's Report – Ray Witte

- The Dean reported that the College is moving forward with plans to hire a Recruiting and Marketing person. The Dean will be meeting with the Provost to discuss the College's need for this position. It was noted that Engineering and Law have dedicated marketing personnel, and that Arts and Letters is interested in hiring a marketing person.
- The Office of Admissions recruits for the university in general, but no one from that office specifically recruits for the JHCOE.
- The Dean believes the College needs to have someone advocating for us at both the undergraduate and the graduate levels.

Associate Dean's Reports – Richard Welsch

- Associate Dean Welsch reported that the College held two Preview days where students explored education majors, and that we had approximately 10 students come to each session.

- A Career Conference was put on by Career Services, and the College had a table at this conference representing our licensure programs. There were students at the conference interested in transferring into Education.
- The UT Day of Giving occurred and the participation in the College has increased from last year.
- The Teach Toledo Program, coordinated by Dr. Hamer and Dr. Cox, is in its second year, and they are discussing starting another cohort with University College, which is where the degree is housed. Most of the students in the Teach Toledo Program are from underrepresented groups.
- There is a pilot retention initiative coming out of Dr. McKether's office, and Dr. Kumar is working with this initiative.
- A curriculum tracking system, Course Leaf, will be starting in January. There will be training for faculty once the program is rolled out.

Associate Dean's Report – Becky Schneider

- The Doctoral Program Handbook will soon be going to Academic Affairs for its approval.
- New IRB software will be rolling out on Monday.
- Web pages for academic programs in the College have multiple links, with information from Online Learning and the College of Graduate Studies not always matching the information on the College's website. It was suggested that we have these units discuss with us how to keep these links accurate.
- The online catalogue needs to be checked for accuracy.
- We are working to get a tab in MyUT for forms that we use in the JHCOE. A landing page for the College Council could also be located there.

Graduate Council Report – Ed Janak

- Policies on academic grievance and academic dishonesty will be coming out for review.
- Vice Provost Ayres talked about efforts to improve the university's ranking in the US News and World Report.
- Interim Dean Gruden asked to review any certificates before they go into curriculum tracking.

- A business analytics program is being put forward by the College of Business and Innovation.

Standing Committee Reports

Academic Affairs – Snejana Slantcheva-Durst

- This committee is reviewing the doctoral handbook, and will be sending it to College Council for its review, once it has been reviewed by all of the departments.
- The Committee has expressed interested in doing its work online.
- They still need 2 undergraduate and 2 graduate students.
- It was suggested that we consider changing the bylaws to reduce the number of students required on this committee.

Administrative Review – Randy Vesely

- This committee does not have a task this academic year, as there are no administrators in the College scheduled for evaluation this year.
- The form from last year will be used in the future, with college administrators scheduled to be evaluated every two years.
- The instrument is administered in Qualtrics.
- There were concerns expressed about the balance in the number of questions that department chairs and associate deans received; that the job duties for department chairs did not align with the questionnaire; and that there is no basis for faculty and staff to know about the performance of administrators on some job duties.
- This committee will review the instrument in the fall of 2019, and administer it the spring of 2020.
- Council will look at amending the bylaws about ARC to reflect the fact that this committee will meet as needed.

Student Affairs – Eric Pilcher

- This committee is tasked with providing opportunities for faculty, students and staff to interact with one another outside of classes.
- Beach fest was offered over spring break.
- Students want to learn more about the OAE and Praxis tests.
- There is a planned event in December to provide health snacks during exam week, and the Dean provides funding for these events.
- Currently active student associations in the College include the Higher Education Student Association, and Epsilon Alpha Pi.
- There is a page on Instagram for the committee.
- The Dean suggested that the Judith Herb Scholars might be tasked with creating an undergraduate student association, and that we might also be able to create a similar association at the graduate level.
- It was suggested that the idea be brought to the Scholarship Committee, and it can become an expectation of those receiving college scholarships to serve on student affairs committees.

New Business - Everyone

We talked about the need for College programs to go off campus in order to grow their enrollment.

Adjournment

The College Council adjourned at 11 am.