Meeting Minutes of JHCOE College Council Meeting

Date and Time: November 10, 2014, 9 am to 11 am
Location: GH3100C
Chairperson: Marcella Kehus
Members in Attendance: Noela Haughton, Dawn Sandt, Rebecca Schneider, Laurie Dinnebeil, Renee Martin, Lori DeShetler, Mary Ellen Edwards
Administration: Penny Poplin Gosetti, Virginia Keil
Guests: Revathy Kumar
Minute prepared by: Dawn Sandt

Meeting called to order at 9:02 am

Approval of Minutes of the previous meeting (October 27, 2014):
• Edits required: Mary Ellen Edwards and Jenny Denyer are members (not guests).
• Motion to approve the minutes with the edits. No discussion. Approved unanimously.

Report from Council Chairperson
• As of November 2, two undergraduate students will join Academic Affairs and Assessment Committees (one student each). Council voted to have them join – Academic Affairs (Mary Gibbons; 5 yes); Assessment Committee (Kristen Robinson; 4 yes, 1 abstention).
• The Chair of Student Affairs will be joining us on December 8th to discuss the website highlighting individual students. There was some question whether this had previously been approved in November 2013, but these recommendations did not mention a website highlighting individual students. While this may be a good idea, it is not something that has gone through any sort of approval or vetting process.
• Chair continues to remind committees to finish populating their committees – especially w/ student members & alternates.

Report from Dean
• Nancy Staub has agreed to serve as the University Assessment Committee (UAC) Liaison.
• Letters have been sent to some faculty inviting them to serve on ad-hoc search committees. Kathy Schultz will be organizing meetings so the groups can receive their charge.

Report from Associate Dean
• There is concern about the passing rates on the OAEs. Some content areas have high passing rates while other content areas have low passing rates, even after the second attempt. ODE is reconvening a panel to examine this issue.
• EdTPA went to the Educator Standards Board, and the Board was unfamiliar with EdTPA. EdTPA has gone to committee in order to help people understand EdTPA and examine the role of the cooperating teacher as it relates to EdTPA. UT will continue to use EdTPA as a completion piece. Faculty are encouraged to speak supportively of EdTPA and to score appropriately so scores have meaning.
Report from University Council Representative

- No meeting. Next meeting will be November 21st.

Standing Committee Reports

- Academic Affairs - None
- Student Affairs – None
- Administrative Review (in recess)
- Assessment –
  - The committee has finished scoring program plans and reports that were submitted by the November 1st deadline. Reports from UAC liaison and JHCOE Assessment Committee chair are being prepared. These reports will be sent to JHCOE Assessment Committee for review. Once the review is completed, the liaison report will be sent to Dean and department chairs for review. The JHCOE Assessment Committee report will be sent to Council.
- Technology Committee -
  - The committee reviewed the 2015 budget. Available funds in the account are currently $24,000 for the remainder of this semester. After meeting with the college business manager they now have a ballpark figure of $200,000 that will be available to the college for capital projects normally funded from the technology fee. This is carry forward money that was not spent when the colleges of Health Sciences, Criminal Justice and Human Services, and the JHCOE were merged.
  - Reviewed request for additional OAE Test Preparation Guides for the Carver Center curriculum library. The committee determined we should get additional information from Early Childhood students who have utilized these guides in Carver before purchasing more.
  - Discussed the strategic replacement plan for classroom equipment. They determined that an assessment should be conducted in two parts:
    - The Technology Committee will conduct a needs assessment with faculty in the college to determine use of technology and ideas for improvement.
    - The Technology Committee will contact local school districts to find the technology used in their classrooms and types of equipment/software that our student teachers may be utilizing.
- Items in Progress
  - Committee will review Technology Fee requests at each meeting during 2015 Fiscal Year.
  - Reviewing requests from Carver Center for replacement of equipment.
  - Developing replacement plan for classroom equipment and other technology infrastructure.
  - Developing assessment instrument for technology use and needs.
- Diversity
  - Updating the webpage
  - In last year’s survey of faculty regarding diverse classrooms, faculty reported discomfort in addressing sexual orientation. There is discussion as how to address this.
  - Next Diversity Committee meeting is Dec 5th at 1:30.
Discussion with Guests
• None

Old Business

Honors Subcommittee
• Council chair highlights three issues to consider prior to discussion:
  o We need to hear from the Ad Hoc Honors Committee. Council Chair has invited the Honors Director, Florian Feucht, as a guest to our November 24th meeting to inform us of what Honors now looks like.
  o Once informed of both the Ad Hoc Committee’s work & Honors in general, Council will be better informed to move forward in adjusting the bylaws if at all. Perhaps this will mean refining the language for the Honors Subcommittee (membership and/or charge) though subcommittees can be problematic. Perhaps that will mean dividing Academic Affairs into undergraduate and graduate committees with the undergraduate subsuming Honors and graduate taking on doctoral work. Perhaps it is most prudent to proceed under the current arrangement for the rest of this academic year in terms of membership and structure and to make such major changes before upcoming elections are held for new committees.
  o The Honors Subcommittee is currently being populated – one dept. of three has had elections; the other two have these elections on upcoming agendas.
• Discussion: Members discussed (a) when the Honors Sub-Committee should be convened, (b) work from the ad hoc work can be rolled over to the Honor Sub-committee, (c) relationship of Honor Sub-Committee to Academic Affairs, (d) council members would like to hear from the appropriate experts to become informed about issues related to the Honors College (e.g., curriculum, what does Honors College do, how does Honor College university and individual colleges).
  o Motion to use time in next JHCOE Council meeting to bring in appropriate experts (Honors College Dean, Honors Director for the JHCOE) so Council can be more informed to make future decisions about Honors work in our college. Motion was seconded. Motion passed unanimously.

New Business
• Diversity Committee Chair states that interested non-committee faculty members have been attending diversity committee meetings and working hard. The chair wants guidance from Council as how to ensure the efforts of those faculty are recognized. Council members suggest that committee chairs may write letters for faculty and that the faculty members may discuss their work in their ARPAs.

Adjournment
• 10:25. Motion to adjourn. Unanimously approved.