Minutes of JHCOE College Council Meeting

Monday February 24, 2014

Member Attendees: Ed Cancio, Noela Haughton, Marcella Kehus, Tim Lewandowski, Renee Martin, Rebecca Schneider, Mark Templin

Administration: Virginia Keil, Penny Poplin Gosetti

Guests: Dawn Sandt, Dale Snavwaert

Meeting Elements

1. Approval of Minutes:
   Approval of minutes from February 10, 2014
   Minutes were approved

2. Report from Council Chairperson
   a) Several committees are missing student representatives
   b) Diversity committee needs a staff member
   c) There is a Dean’s designee on every committee. Council is noting that the Dean’s designee does not need to be the same person on every committee. The designee does not have to be from administration.
   d) Tim will go back and look at past meeting notes to see if any bylaws need to be amended. There are possible some issues that were voted on and not changed. Would like to have this done before the new College Council takes its place.

3. Report from Dean and/Associate Dean
   a) Judith Herb was in town last week. She visited with her granddaughter. The University of Toledo is on her granddaughter’s short list of schools to attend.
   b) The Scholarship Committee will be meeting sooner this year than in the past so students will have more time to make decisions based on their award.
   c) Meetings with Dr. Scarborough are in the early stages regarding next year’s budget.

4. Report from University Council Representative

5. Information and Discussion Items

6. Standing Committee Reports

   Academic Affairs
   Will have a report at the next College Council meeting

   Administrative Review
Assessment

a) Dawn Sandt presented a recommendation, (see attachment), to move forward to administration. After a discussion there was a motion for council to accept the recommendation and move it forward to administration. Motion passed.

Diversity

Student Affairs

Technology

a) Josh Spieles was unable to attend the meeting and will be invited back on March 10, 2014.

7. Old Business

a) Ginny Keil has met with Dept. Chairs regarding Graduate assistants. The Chairs were provided with the allocation of new dollars. Council asked the Graduate assistants duties. Ginny will address in a written document the process for Graduate assistants as well as the duties.

b) College Clusters-discussion of defining, identifying, populating and establishing guidelines will continue at next meeting on March 10, 2014.

6. New Business

a) Council webpage and distribution of information-council would like to attach a page to College website. Council will ask Josh Spieles if this is something that can be done.

b) College and department elaborations will be put on next Council meeting agenda for Administration to report on.

Meeting was adjourned at 11:08am

Minutes prepared by Tim Lewandowski
To: Dean Poplin Goetz
From: JCOE Interim Council
Re: Recommendations to facilitate program-level assessment
Date: February 24, 2014

Based on the work of the Council Assessment Committee, the JCOE Interim Council makes the following recommendations for developing and carrying out effective program assessment plans.

The work of the committee. The Council Assessment Committee was asked to make recommendations to faculty for developing and carrying out effective program assessment plans. Better assessment tools should help programs improve in ways that result in better student learning outcomes. The committee considers this an important task as it helps programs meet accreditation standards and determine how they may become more effective.

The recommendations:
1) Programs that already produce SPA, NCATE or other accrediting agency reports. Department Chairs:
   a. Ask for volunteers to become program assessment leaders. This should be done in workload negotiations and include proper incentives and rewards (release time, remuneration, other).
   b. Help the faculty leader with program faculty, establish procedures that make use of the already mandated reports and translate them into the form expected by the University Assessment Committee (UAC)
   c. Help faculty leaders(s) submit program-level reports to the University Assessment Committee Listen to a timely manner.

2) Programs that do not already produce accrediting agency reports (Non-licensure undergraduate, Masters, Ph.D. E.D. and Ed Specialist programs). Department Chairs:
   a. Ask for volunteers to become program assessment leaders. This should be done in workload negotiations and include proper incentives and rewards (release time, remuneration, other).
   b. Help the faculty leader establish a set of procedures with criteria and measurements that can be used to accurately assess the efficacy of each program. This would probably include a review of the appropriate scholarly literature for assessing like programs as well as carrying out a benchmarking study of peer institutions. It would then include finding out what accurate data the college already has, establishing procedures, data categories and data sets that could be collected to assess the efficacy of the programs in terms of student learning outcomes and other appropriate criteria.
   c. Help the faculty leader carry out the procedures in a process of institutionalization and ongoing reflection and assessment.
   d. Submit these reports to the UAC in a timely manner.

This committee also recommends that the UAC set up mechanisms and support systems for training if faculty request them. Faculty-centered workshops might help faculty solve problems in order to create a viable assessment plan.