

NOTICE: Next meeting is scheduled for Monday, January 29, 2001 from 11:00 until 12:30 in Wardlaw271

Minutes
College of Education Faculty Steering Committee

December 5,2000

Attending: Margaret Burggraf, Chairperson
Bud Hult, Kathleen Marshall, Murray Mitchell, Irma Van Scoy, Peter Werner

Associate Dean Van Scoy had been requested by the Administrative Council to bring the issue of reviewing admissions criteria for all College programs to the Steering Committee.

After discussion it was decided that the Steering Committee would establish an Ad hoc Committee to review admissions criteria for all programs in the College. In addition to the Steering committee members, Margaret Burggraf, Joan Gallini, Bud Hult, Kathleen Marshall, Murray Mitchell, Irma Van Scoy, and Peter Werner, two additional members would be appointed, one each from ITE and Ed Leadership to assure representation across Departments within the College.

The Department chairs have been requested to have programs review and revise admissions criteria for the purpose of developing consistency in the College. Each program is different and the admissions criteria is expected to vary. A checklist based on the stated criteria is needed for each program to assist the Associate Dean of Academic Affairs in clearing the request and making a recommendation to the Graduate School.

The task of the Ad hoc Committee will be to review each program's admissions criteria and checklist for clarity and consistency and request revisions when necessary.

A request will be made by the chairperson to the respective Departments that two Ad Hoc committee members be appointed, one to represent ITE and another to represent Ed Leadership.

Additional items discussed:

A library representative for the College is needed. Dr. Hult agreed to take the request to the Faculty Affairs Committee in that the representative is chosen from membership on that committee. The Faculty Affairs Committee would appoint a COE library representative; the person's assignments and responsibilities will be supported by the Faculty Affairs Committee members as needed. Appreciation was expressed for the work of Dr. Craig Kridel, Dept. of Educational Psychology, who has served as library representative for several years.

Concern was expressed about the difficulty students have getting their research proposals reviewed by the ethics subcommittee of the Student Affairs Committee during the summer months or when committee members change. It is requested that both the Faculty and Student Affairs Committees establish and publish dates for review of research proposals and the place for submitting the research proposals. The Steering Committee suggests a box be located in Wardlaw 113 for collecting student research proposals while faculty submit their proposals to Associate Dean Van Scoy.

In response to this concern the names of committee members for all COE standing committees are to be submitted to the Office of the Dean by April 15th. Shortly thereafter the new and returning committee members will meet to elect a chairperson to be announced at the College of Education faculty meeting in May. Each COE standing committee is to appoint a committee representative who agrees to be available during the summer months. Attached is a form that indicates current committee membership and when each member will rotate off the committee. A ballot seeking nominations for new members is to be sent to the COE faculty by April 1st.

A suggestion was made to review the College of Education by-laws in that the last revision was in 1995.

Concern was expressed about the requirement of two students on committees and the apparent difficulty in acquiring students to participate. It was suggested that one student representative may be more appropriate than the two currently required. If that change is supported by COE faculty the by-laws would need to be revised accordingly.

A meeting of the Steering Committee will be called on January 29th, 2001. The meeting will be in Wardlaw 271 at 11:00.

DRAFT 2/2/01

NOTICE: Two meetings of the COE Steering Committee are scheduled - Tuesday, February 27 @ 2:00 and Tuesday March 20 also at 2:00. Both meetings are to be held in the new Dean's Conference Room in Wardlaw Building. Please mark your calendar.

Minutes
College of Education Faculty Steering Committee

January 30,2001

Attending: Margaret Burggraf, Chairperson

Richard Hult, Kathleen Marshall, Murray Mitchell, Tom Tompson, Irma Van Scoy

I. Approval of minutes from 12/5/00 meeting. Minutes approved as submitted.

II. Dr. Richard Hult has kindly agreed to serve as COE library representative until the Faculty Affairs Committee meets to elect a faculty member to serve in this capacity. Appreciation was expressed to Dr. Gail Raymond (retired) and Dr. Craig Kridel for their past service as the COE Library Representatives.

III. Associate Dean Van Scoy requested the committee review a recommendation of the Administrative Council which will eventually be distributed to faculty by their Department Chairs. The recommendation was for an INTRA-COLLEGE ADMISSION ACTION RECOMMENDATION check sheet that would permit a review of program admission standards for student admissions. A copy of each program's standards would be available in W 113. The purpose of this recommended procedure is to assess the clarity and consistency with which programs are applying their admissions standards and to determine the program's bottom line relative to cut-off criteria. It was noted that NCATE lists assessment of skills, knowledge and disposition (writing sample, interview, letter of intent, commitment to professional standards, etc.) as relative to admission standards.

REMINDER TO THE AD HOC COMMITTEE OF THE STEERING COMMITTEE: A COPY OF YOUR PROGRAM ADMISSIONS STANDARDS ARE TO BE REVIEWED BY THE STEERING COMMITTEE AT THE MARCH 20TH MEETING. PLEASE BRING THOSE COPIES FOR REVIEW AT THAT TIME.

IV. Associate Dean Van Scoy requested the committee consider a revision to the COE By-laws to address that currently members of the Steering Committee, chaired by the Faculty Chair-elect and including the chairs of all COE Standing Committees and the Dean of the College of Education. Suggested revision: Dean of the College of Education or the Dean's designee.

The Committee agreed to have the faculty discuss and vote at the Spring COE faculty meeting.

Dr. Mitchell Murray requested that the number of student representatives on COE Standing Committees be reviewed so that the number is consistent for the College. Currently the APGC

Committee has one student representative whereas all other committees have two student representatives. It was also noted that student representation is often absent; the committee concluded that openness to student participation is important. Associate Dean Van Scoy added that enhanced descriptions of the roles of the committee chairs, secretaries and members would also be helpful in preparation of the NCATE document; she requested a subcommittee work with her to review the COE By-laws for suggested revisions so that all of the recommendations could be included on the discussion/vote agenda at the Spring, COE Faculty Meeting. Dr. Marshall and Dr. Burggraf agreed to meet with Dr. Van Scoy (2-19-01) and make recommendations to the Steering Committee at the February 27th meeting.

For the February 27th meeting Chairs of College committees were asked to review the By-laws in order to assist in determining the accuracy of the descriptions of committee members responsibilities and make recommendations for revisions where needed.

Dr. Marshall agreed to inquire about May 3, 2001 as the date for Spring COE faculty meeting.

Dr. Van Scoy distributed a draft copy of Structure of the Professional Education Unit document. A discussion of the three diagrams in that paper followed. Revisions will be forthcoming.

Approved 3/20/01

Minutes
College of Education Faculty Steering Committee

February 27, 2001

Attending: Margaret Burggraf, Chairperson
Kathleen Marshall, Katherine Reynolds, Tom Thompson, Irma Van Scoy

- I. Approval of minutes
- II. Katherine Reynolds joins the committee replacing Joan Gallini who is on leave Spring 2001.
- III. The following changes in the COE By-Laws are recommended to the COE faculty:

College of Education By-Laws recommended revisions - Steering Committee 2/27/01

Page 2

Section 2.2 - Appointed Officers:

Current -

- A. Officers appointed by the Faculty Chairperson are the Parliamentarian, the Social Committee
- B. Chairperson, and any other officer deemed necessary by the Faculty Chairperson.

Recommended -

- A. Officers appointed by the Faculty Chairperson are the Parliamentarian and any Other officer deemed necessary by the Faculty Chairperson.

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Current -

F. The Advanced Programs Governance Committee shall be responsible for the review of policies affecting professional education programs included in the Advanced Programs Component of the Professional Education Unit. The APGC meets monthly or as called by the Chairperson. Recommendations are made to the Dean of the College of Education who reviews them and makes recommendations to appropriate university committees and the Provost.

Recommended -

F. The Advanced Programs Governance Committee shall be responsible for the review of policies affecting professional education programs included in the Advanced Programs Component of the Professional Education Unit. The APGC shall receive from the departments and administrative personnel proposals for deletion, new programs, new courses and changes in the advanced graduate programs. The APGC meets monthly or as called by the Chairperson. Recommendations are made to the Dean of the College of Education who reviews them and makes recommendations to appropriate university committees and the Provost.

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Current -

College Steering Committee

— ex-officio: Dean of the College of Education

Recommended -

College Steering Committee

—ex-officio: Dean of the College of Education or designee

Current -

College Faculty Affairs Committee (composed of seven faculty members—two members from EDLP, EDPY, ITE, one from PE; two students; committee terms: two years)

Recommended -

College Faculty Affairs Committee (composed of seven faculty members—two members from EDLP, EDPY, ITE, one from PE; committee terms: two years)

NOTE-

Justification for this recommendation: line 9 of Section 5.3 - Committee Membership: Two student members will serve on the Student Affairs, Basic Programs, and Advance Programs Committees. (No student members are to serve on the College Faculty Affairs Committee.)

Current -

Advanced Programs Governance Committee (composed of seven faculty members — two members from EDLP, ITE, EDPY, one from PE; one graduate student; committee terms: two years for faculty, one year for students)

Recommended -

Advanced Programs Governance Committee (composed of seven faculty members —two members from EDLP, ITE, EDPY, one from PE; two graduate students; committee terms: two years for faculty, one year for students)

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Section 5.4

Current -

Section 5.4 - Standing Committee Officers:

Recommended -

Section 5.4 - Standing Committee Officers and Members:

Current -

Duties of Committee Chair: The chair proposes and guides the work of each committee; prepares a committee report for each faculty meeting; coordinates assignments—coordinators and non designated committee members—within the committee; solicits advice and suggestions from the dean's staff and the faculty. Only tenured faculty may serve as chair.

Recommended -

Duties of Committee Chair : The chair proposes and guides the work of each committee; facilitates the acquisition of student members; coordinates assignments within the committee; and solicits advice and suggestions from the dean's staff and the faculty. Only tenured faculty may serve as chair.

Current -

Currently there are no descriptions of responsibilities for committee members or student members.

Recommended:

Duties of Faculty Committee Members: Committee members represent their departments and are responsible for communicating committee business to department faculty when appropriate and for bringing interests and concerns of their department faculty to the committee.

Duties of Student Committee Members: Student committee members represent the general interests and concerns of students.

Approved 4-3-01

NOTICE: Next meeting Tuesday, April 3, 2001 from 2:00-3:15 in the new Dean's Conference Room. Please be prepared to discuss the clarity of the admissions forms you received 3/20/01.

Minutes
College of Education Steering Committee
March 20, 2001

Present: Margaret Burggraf, Chairperson
Bud Hult, Kathleen Marshall, Murray Mitchell, Katherine Reynolds, Irma Van Scoy, Peter Werner

The committee met to review the program admission criteria for all departments within the college. The admission criteria were reviewed for clarity. It was noted that each program determines specific criteria and the weighting the Steering Committee was to review the program's admission criteria for clarity only. The question that guided our work was: Are the standards for each program clear according to the published admission criteria?

A new action sheet will be developed to assist in the admissions process. Input from the programs is to be included in the box on that sheet that has point values for program admission criteria.

The admissions criteria forms received by the committee included:

COPE Ed.D.
COPE M.Ed.
Ed. Spec. Counselor Education.
M.A.T. Early Childhood/Elementary Education
D.Ed. Curriculum and Instruction with concentration in Early Childhood Education
-M.Ed. Early Childhood Education
M.Ed. Reading
Ph.D. Counselor Education
Ph.D. Early Childhood Education
Secondary Education M.Ed. And M.A.
Secondary Education M.T. Degree
Secondary Education Ph.D. and Ed.D.

Those not yet received include:

Educational Psychology
EDEX

Educational Leadership and Policies
Curriculum
Educational Administration
Higher Education /Student Personnel Services

EDEL
Elementary Education M.Ed./Ph.D.

Physical Education

MAT

IMA

MS

PhD

Those reviewed :

M.Ed. Early Childhood Education

Ed.D Curriculum and Instruction with concentration in Early Childhood Education

Ph.D. Early Childhood Education

Ed. Spec. Counselor Education (Marriage and Family; School Counseling)

The Early Childhood Education programs were approved for clarity of standards with minor recommendations.

The Counselor Education, EdSpec Degree Programs received recommendations for revision of their admissions standards.

It was agreed by the Steering Committee that the representative from each department serving on this committee would be responsible for communicating the committee's actions to their respective programs.

Approved 4/24/01

Notice: Next meeting Tuesday April 24th at 2:00 in the New Dean's Conference Room. Ward Building. This is expected to be the final meeting for the 2000-2001 academic year for the College Steering Committee.

Minutes
College of Education Steering Committee
April 3, 2001

Present: Margaret Burggraf, Chairperson
Bud Hult, Murray Mitchell, Katherine Reynolds, Irma Van Scoy, Peter Wemer

Minutes from the March 20, 2001 meeting were approved as amended.

A brief discussion concerning the purpose of the admissions criteria check list resulted in the following:

The admissions criteria check list for each degree program will provide a clear record the standards used for admission into each program. A revision to the current Infra-College Admissions Action Recommendation form used by the Office of Student Affairs is expected once all programs have the admissions check list.

The admissions criteria set by the program faculty will be used to assure consistency the programs' stated criteria and students actually admitted to study for the degree. Note that criteria and their points are determined by the respective program.

The following admissions check lists were reviewed by the Steering Committee for clarity of standards:

Counselor Education - Ph.D.

Clear standards

Recommendations:

revise statement at the bottom of the check list for clarity of admissions procedure:

A minimum score of 100 points must be obtained from the combined scores of the two faculty members reviewing the applicants file to be considered for the interview.

Educational Psychology & Research - Ph.D.

Clear standards

Recommendation:

Add sentence to bottom: Every faculty member rates each applicant; the final rating is an average of all faculty ratings

Higher Education Administration & Student Personnel Services - Masters Degree

Standards not clear.

Recommendations:

Omit GPS____
Under 2.9 (Last two years)
3.6-4.0 (%ile; average of Verbal, Quantitative, Analytical)

Secondary Education M.ED. And M.A.

Standards clear

Recommendations:

Test Scores: Verbal: Quantitative:
 Less than 400= 0 Less than 400= 0
 Miller's Analogy Less than 40

Experience: Less than 2 years = 0 Points
 2-5 Years = 5 Points
 More than 5 years = 10 Points

Secondary Education Ph.D. and Ed.D.

Standards clear

Recommendations:

Academic Work: delete Faculty Judgment =10 Points

Test Scores: Verbal: Quantitative:
 Less than 400= 0 Less than 400 = 0
 delete Faculty Judgment: 10 Points

Experience: 3-5 Years

References:
 Below average =0 Points

Letter of Intent: 0-10 points

Interview: 0-20 Points

Secondary Education M.T. Degree

Standards clear

Recommendations:

Test Scores: Verbal: Quantitative
 Less than 400 Points Less than 400 Points

Miller's Analogy:
 Less than 40 = 0 Points

References: Below average = 0 Points

10 Points in correct content area for undergraduate degree...is this an expectation or a South Carolina Dept of Education requirement?

Test score: 399 or less - 0 Points (?)

Does one faculty member determine total points or consensus of faculty?

Is Faculty Judgment a consideration of special circumstances? If not explain.

Are criteria for GRE/MAT same for Master's and Doctoral Admissions?

If the letter of reference is weak, how many points are assigned?

Does the applicant always get 10 points for Letter of Intent?

Please clarify the rating of undergraduate GPA and graduate GPA in calculating the scores.

M.Ed. Reading

Standards not clear

Recommendations:

Aptitude Test: clarify please (15) (5) after GRE and MAT (20); Place GRE label as heading for those scores; same for MAT scores also under MAT score range should be 46-49

Would you explain how the Department does the check list. Does one faculty member decide total score or is the score determined by more than one faculty member?

May want to check GRE scoring for accuracy....eg. 850-899; 900-999

MAT 46-49 as well as MAT less than 35 or GRE less than 850

COPE Ed.D.

Standards not clear

Recommendations:

Test Scores: Put GRE label as heading for the Score Points for that test

Same for MAT

Explain how you rate Letter of Intent

TOTAL: should be after Letter of Intent column not at bottom.

Add a line at bottom of page specifying the total number of points needed for admission to the degree.

COPE Master's Degree

Standards not clear

Recommendations:

Test Scores: Place GRE title over points for that examination; same for MAT

Explain how you distinguish Letters of Intent.

Add a line at bottom stating number of points needed to be admitted.

MAT Early Childhood/Elementary Education

Standards are clear

The Department Chairs will be sent a list of the programs that have submitted admissions criteria by the Steering Committee chairperson.

April 17, 2001

To: Karen French, Teri Kuhs, Michael Seaman, Ken Stevenson, Irma Van Scoy

From: Margaret Burggraf, Chair
College of Education Steering Committee

Re: Follow-up to the Minutes of the Department Chair Meeting on Admission Requirements/Procedures October 24, 2000

I have attached the minutes from the last two Steering Committee meetings. Please note the first have been approved; however, the minutes from the April 3, 2001 meeting are in Draft form. The last meeting of the committee for this academic year will be Tuesday April 24th; please review these minutes for programs in your respective departments. If admissions check lists have not been submitted for review by the Steering Committee please have them to me by April 24th so that this committee may complete its assignment. If you have any questions please contact me at 777-3042 or e-mail me at mburggraf@gwm.SC.edu. Thanks.

DRAFT

Minutes
College of Education Steering Committee
April 24, 2001

Present: Margaret Burggraf, Chairperson
Bud Hult, Kathleen Marshall, Murray Mitchell, Peter Werner

Minutes from the April 3rd meeting were approved.

The following admissions check lists were reviewed:

Higher Education Masters Degree Program

Recommend: currently Av. Of 3= Total revise to Average score of 3 raters = Total

Recommend: currently

Under 3.0=0 points; 3.0-3.5=10; 3.6-4.0=15

consider addition of points to each category for entire document-

Under 3.0 = 0 points; 3.0-3.5=10 points; 3.5-4.0 = 15 points

M.Ed.- Special Education

M.A.T.- Special Education

Recommend: Define committee on first page of each check list to include:
Committee (of at least 2 faculty members)

Ph.D. - Special Education

Recommend: Define committee on first page
Committee (of at least 3 faculty members)

Department of Physical Education -

Master of Arts in Teaching

Interdisciplinary Master of Arts

Master of Science

Recommend: Paragraph at bottom be revised for all three degrees:

Applicants who meet the criteria above will be admitted to the program.
(Delete rest of paragraph).

Ph.D. (Pedagogy)

Ph.D. (Developmental Foundations)

Recommend paragraph at bottom for both degrees be revised to read -

In addition to stated criteria, a majority of the faculty must support the candidate for admission to the Ph.D. program.

All admissions check lists submitted to the Steering Committee have been reviewed. A few will need to be reviewed at the first meeting of this committee in the Fall, 2001. Copies of all programs reviewed are available from Dr. Irma VanScoy.

April 24,2001

For distribution to the Faculty May 3, 2001; however, voting will take place at the Fall, 2001 COE Faculty Meeting.

The College of Education Steering Committee - Margaret Burggraf, Chairperson
Kathleen Marshall, Murray Mitchell, Bud Hult, Katherine Reynolds, Peter Wemer, Irma VanScoy (Ex Officio)

The College of Education Steering Committee recommends to the College of Education Faculty the following revisions to the College of Education By-Laws:

College of Education By-Laws recommended revisions - Steering Committee 2/27/01

Page 2

Section 2.2 - Appointed Officers:

Current -

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Recommended -

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Duties of Student Committee Members: Student committee members represent the general interests and concerns of students.

9/27/01
COE Steering Committee
Minutes

Present: Drs. Brown, Burgraff, Carper, Marshall, Mitchell, Van Scoy, and Wertz.

Reviewed: M. S. in Educational Administration

Recommendation: Below "Test Score" line, consider the addition of a TOEFL qualifying check.

Reviewed: Ed.S. in Educational Administration

Recommendation: Below "Test Score" line, consider the addition of a TOEFL qualifying check.

Reviewed: Ph.D. in K-12 Administration

Recommendation: Standards are not clear. What scores are necessary in all the phases?

Reviewed: Ph.D. and Ed.S. in Counselor Education

Recommendation: Clear standards.

Reviewed: All programs in Physical Education

Recommendations: Clear standards as revised.

Reviewed: Ph.D. in Social Foundations

Recommendation: Separate out quantitative and verbal GRE, indicate that it is a Ph.D., readjust point total, readjust personal statement, strike last sentence, and explain how different ratings are reconciled.

Reviewed: Ed.D. in Curriculum

Recommendation: Add point standard for phase two indicated upon note to the admissions document. Ditto for phase three.

Reviewed: M.Ed. in Elementary Education

Recommendation: Standards are clear. The committee suggests further explanation of what is expected in the letter of intent.

Next meeting will be on Thursday, October 4 at 1:30 pm in Wardlaw 272.
The meeting adjourned at 2:45 pm.

Respectfully submitted,

James C. Carper

Minutes
10/04/01
COE Steering Committee

Present: Drs. Anderson (for Tonnsen), Brown, Burgraff, Carper, Van Scoy

Reviewed: Ph.D. in K-12 Administration and Ed.D. in Curriculum

Recommendation: Write up standards.

Reviewed: Ph.D. in Social Foundations

Recommendation: Standards are clear. Friendly suggestion-add GRE.

Reviewed: M.A.T. in Secondary Education

Recommendation: Is the description of admissions criteria categories applicable to the M.A.T.? Otherwise standards are clear.

Reviewed: M.Ed. in Elementary Education

Recommendation: Add explanation line for contingencies. Otherwise standards are clear.

Reviewed: Ed.S. in Teaching

Recommendation: Change point total explanation for References (-4 to 12). Add explanation line for contingencies.

Reviewed: Ed.D. and Ph.D. in Elementary Education

Recommendation: Add explanation line for contingencies. Less than three years of teaching experience should be "0" points. Change point total for References (-4 to 12). Clarify interview point totals (Expected = 25?). How are points determined for the interview?

Reviewed: Ph.D. in Reading

Recommendation: Add explanation line for contingencies. No cut-off score. Add line on the front indicating possible admission points. Clarify point system for GRE and MAT.

The meeting adjourned at 2:32 pm.

Jim Carper

PS: Please e-mail to me ([jcarper\(5\),gwm.sc.edu](mailto:jcarper(5),gwm.sc.edu)) which of the following days and times you could likely meet regularly: Monday 9:00 or 10:00; Wednesday 3:00; Thursday 1:30 or 2:30; or Friday 9:00 or 10:00.

Minutes
COE Steering Committee
11/07/01

Present: Drs. Burgraff, Carper, Marshall, Mitchell, Tonnsen, Wertz, and Van Scoy

The committee reminded the chair to submit meeting minutes to Gloria Price.

Reviewed: Ed.D. in Curriculum Admissions Standards

Recommendation: Forward to Dean's office for further consideration.

Reviewed: M.Ed. in Higher Education and Student Affairs Admissions Standards

Recommendation: Standards are clear.

Reviewed: Ph.D. in K-12 Administration Admissions Standards

Recommendation: Standards are clear.

Dean Sternberg discussed the mission of the Strategic Directions and Initiatives (SDI) Committee and shared his thoughts regarding the direction of its work.

The committee agreed to address the charges of the College Basic Programs

Curriculum Committee and the Advanced Programs Governance Committee with an eye toward aligning the responsibilities of each with the university procedure for approving courses. Dean Van Scoy agreed to draft new charges for these committees for consideration at the next meeting which will be on Thursday, December 6 at 1:30 pm in the New Dean's Conference Room.

The meeting adjourned at 2:38 pm.

Respectfully submitted,

James C. Carper

COE Steering Committee
12/06/01
Minutes

Present: Drs. Brown, Burggraf, Carper, Marshall, Mitchell, Wertz, Tonnsen, and Van Scoy.

Dean Van Scoy recommended that the Steering Committee delay action on revising the charges of the basic and advanced programs committees until the reconfiguration and undergraduate education committees complete their work. The committee concurred.

Members of the committee discussed the current activities of the reconfiguration and undergraduate committees.

The committee authorized a subcommittee of Jim Carper, Margaret Burggraf, and Mac Brown to appoint two student members to the Student Affairs Committee.

Additional appointments of student representatives will be considered at the next meeting on January 24, 2002 at 1:30 pm in the New Dean's Conference Room.

The meeting adjourned at 2:13 pm.

Respectfully submitted,

Jim Carper

College of Education Steering Committee
March 23, 2009
Wardlaw 218, 10:00 a.m.
Minutes

Present: Dr. Gloria Boutte, Dr. Christine Christle, Dr. Erik Drasgow; and Dr. Murray Mitchell.

Dr. Christle questioned whether the by-laws needed to be changed since currently they state that nontenured faculty members cannot chair committees. Both chairs of the Student Affairs Committee are nontenured. Dr. Christle suggested that changing *tenured* to *full time* may address the issue. Dr. Boutte will consult with Dr. Van Scoy on this issue.

Dr. Boutte explained that the primary purpose of the meeting was to vote on a proposal for a Standing Committee on Diversity submitted by Dr. Doyle Stevick, Chair of the Ad Hoc Committee on Diversity. Dr. Boutte gave a brief background of the Ad Hoc Committee on Diversity which emanated from: 1) a White paper which was written by three faculty of color at Dean Sternberg's request which outlined **issues that may impact the success of faculty of color in obtaining tenure and promotion**; and 2) a recommendation from the Diversity Task Force (DTF) that was appointed by the Dean in January, 2008 to develop suggestions for creating a more supportive and fair APR/T&P process for faculty of color (faculty from historically underrepresented ethnic/racial groups). The DTF recommended that a standing committee on diversity be established. The Dean appointed an ad hoc committee on diversity which had the charge of developing a proposal which detailed the responsibilities and composition of the standing committee on diversity.

Dr. Boutte shared the following concerns that were expressed by faculty regarding the proposal for the standing committee.

- 1) The language is too vague in general and is not easily understood by people who were not in the meeting.
- 2) Diversity should be defined.
- 3) Without concrete outcomes, nothing will be done.
- 4) Staff deserves equal numbers as faculty.

Dr. Boutte read Dr. Heidi Mills' email which offered her vote in favor of institutionalizing a Diversity Committee in the COE. Dr. Mills noted that minor editorial changes may be needed and suggested that the proposal may have meant *Faculty Affairs Committee* instead of *Student Affairs* for handling grievance cases.

The discussion by the Steering Committee was generally supportive of the standing committee proposal. Committee members noted some overlap with the Steering Committee's charge number five (*Monitor and review multicultural and affirmative action activities in the College*), but agreed that this could later be rectified by merging

this goal with the proposed standing committee. The committee offered the following recommendations and comments.

- It would be helpful to have a mission and purpose statement to give the proposal context.
- An explanation is needed in terms of where the committee fits and who it reports to.
- Since the standing committee is being proposed to address recurring issues surrounding diversity that have not been resolved, it is important to create a structure which addresses the ongoing dissatisfaction. Providing an overview of explicit examples would give a context for the need for the standing committee. Make it clear that the need for diversity goes beyond establishing hiring quotas for faculty. This is a common misinterpretation.
- Membership is too large (n=15) and will likely cause scheduling problems. Most committees have seven persons.
- Some of the bullets on the proposal are purposes and some are processes. Bullet A (*develop, implement, monitor regularly and revise annually a strategic plan for diversity for the college*) is a concrete outcome. If spelled out, it probably encompasses all of the other bullets.
- Once these issues are addressed, the Steering Committee will be able to vote on the proposal.

Faculty Governance

Dr. Boutte mentioned that the idea of faculty governance in the COE had come up in another committee meeting and asked if the Steering Committee was interested in addressing the issue. The committee will ask the Faculty Affairs Committee to develop a plan to increase faculty involvement, decision-making, and governance in the COE.

Submitted by,

Gloria Boutte

College of Education Steering Committee
October 8, 2010 at 10:00 a.m.
Dean's Conference Room

ATTENDEES:

Jenny Bloom, SAC Chair
Bill Brown, Diversity Co-Chair
Christine DiStefano, Faculty Chair
Diane Harwell, BPCC Chair
Zach Kelehear, Faculty Chair-Elect
Julie Rotholz, Diversity Co-Chair
Lynda Tilley, Dean's Assistant

NOT IN ATTENDANCE:

Kathleen Marshall, FAC Chair
Murray Mitchell, APGC Chair

Introductions: At 10:05, Zach Kelehear called the meeting to order and had participants introduce themselves and describe the purpose of the committee they represented.

Discussion of Duties: Zach read the by-laws detailing the duties of the Steering Committee and how the members are selected. Bill Brown questioned whether there should be a student representative on the committee. After discussion, it was agreed that Zach would look into whether that would necessitate a change of by-laws. Zach Kelehear will send a message to all committee chairs reminding them that it is important to have student representation on all committees.

The committee also discussed whether it would be beneficial to meet periodically to share the activities of the various committees. The committee agreed that this awareness could provide a good opportunity to help each other.

Christine DiStefano was asked about the progress of the Dean's search. She stated that they are moving forward with committee member selections and an announcement is pending. Bill Brown mentioned that members of the Diversity Committee would like to meet with the candidates as part of the interview process. Christine did not know how to make that happen but a request will be put forward.

Committee Composition: Zach pointed out that the make-up of the college committees is heavy on non-tenured faculty and he feels that it is an issue that should be addressed. Since the committee representatives are selected by the departments, it will be necessary to enlist the support of the department chairs.

Committee Reports: As Chair of the Basic Programs Curriculum Committee, Diane Harwell reported on this year's progress. The BPCC has met twice. During the first meeting, she was chosen chair and Christine Lotter is secretary and the schedule for the semester was set. The committee has also decided that when there are a large number of proposals to be considered, they will divide the proposals into smaller groups so that members may give more detailed consideration to them. They would also like to stress that the document proposer, or a representative, attend the meeting to expedite the process.

Jenny Bloom reported that the Student Affairs Committee had met only once but would be meeting again today. They will meet on an as-needed basis.

Bill Brown and Julie Rotholz reported on the Diversity Committee which meets every two weeks. They are preparing for the visits of the diversity consultants which will be November 10-12, 2010. The visit will be kicked off with a reception on Wednesday afternoon. Thursday, the consultants will meet with approximately 20 faculty, staff and students to train them as facilitators for dialogue to be held Friday morning. That dialogue, to be called "Let Your Voice Be Heard," will be advertised to include as many faculty, staff and students as possible.

Julie Rotholz discussed her role as Chair of the ad hoc committee to revise the College mission statement. They plan to send out a survey and are concerned that they will not get a good response from faculty and staff. Incentives were discussed and Diane Harwell generously offered to donate a reserved parking space across Main Street for a week.

Zach asked what the committee felt would be the most appropriate way to meet. It was agreed that the Friday before the monthly Administrative Council meetings would be ideal. That would allow Christine to present any ideas or concerns from the Steering Committee to the Administrative Council.

The next Steering Committee meeting will be Friday, November 5 at 1:00, Wardlaw 301.