Dr. Dougherty opened the meeting by welcoming one of our guests; Dr. Glenn Bowen, Director of Service Learning. Dr. Bowen spoke briefly on the definition of Service Learning and shared with the members the benefits to both students and faculty on Service Learning. Dr. Bowen advised the members of the resources available to them through the Service Learning Center; books, publications and two faculty fellows. Members shared the various service learning courses or programs from their respective areas. Dr. Dougherty asked Dr. Claxton to share what his efforts have been on Faculty Service Learning; Dr. Claxton opens his semester by encouraging his faculty to participate in experiences such as Habitat for Humanity and (maintenance) adoption of the Deep Creek Trail.

Dr. Dougherty then welcomed Dr. Brian Railsback, Dean of the Honors College. Dr. Railsback spoke with the members on the Undergraduate Expo. To encourage higher participation in the expo, Dr. Railsback has scheduled separate days for the 4 Academic colleges with the College of Education and Allied Professions set for March 16. Dr. Railsback encouraged the members to support a Mini Majors event that day, inviting students from local high schools to observe demonstrations of teaching. The members offered a variety of methods available to showcase undergraduate presentations. This topic will be addressed again on the January 14 and January 28 Policy committee Meeting.

Dr. Malcolm Loughlin was invited to address the members on the subject on International Distance Education, specifically Jamaica. New issues which have arisen due to the implementation of the Homeland Security act have created a need to increase the course cost by $25.00. Additionally shipping of materials (books, etc.) have been experience delays so Mr. Loughlin encouraged the members to inform their participating faculty to anticipate their needs and have their requests to him a minimum of 9 months prior to teaching the class. Faculty wishing to participate will need to submit a photo (obtained from Wal-Mart or Livingston Kelly and for which they will be reimbursed for cost) and sign a release allowing their vita to be copied and sent to the Jamaican Department of Labor prior to their visit. At the January 14th Policy Committee meeting Dr. Dougherty and the members will address the new communication structure for faculty teaching courses in Jamaica.

CEAP Vision Statement – Dr. Dougherty presented the most current iteration for the member’s review and feedback. The members concurred on changing Empirical validation to Evidenced-based validation. The statement will continue to be refined.

Elder in Residence – Dr. Allan presented to the members information on the Elder in Residence program from the Cherokee School System. Dr. Allan spoke briefly on integrating this into our Cherokee Studies program. The liaison on campus is Freeman Elk and Dr. John Habel is also actively involved in this effort. For those wishing further information, a meeting will be held on Tuesday, December 7 on McKee 103.

Diversity Field Experience Requirement – Dr. Freeman presented to the members for endorsement the Item #2 Students on a teacher education track are required to complete at least one field experience in a diverse setting… The requirements were endorsed by the members of the committee. Dr. Freeman related the difficulty in placing students in schools for the May Mini-mester, citing the feedback that schools are too busy at that time
of year to accommodate Field Experience students. The committee endorsed that we would not offer Field Experience courses at that time. It was agreed that the members would discuss further dropping the requirement for field experiences in PSY 320. This will be discussed further at the January 14 Policy Committee Meeting.

NCATE Best Practices – Teaching Evaluation – Dr. Carpenter reminded the members that when they are preparing the documents for student course evaluations to be sure to address these standards.

Proposal to Assist Students with Baccalaureate Degrees – Dr. Carpenter asked the members to endorse the categories for admission to alternative licensure. The members endorsed the categories. The Licensure Only form will now be sent to the Graduate School and Admissions in an effort to ensure better communication of student’s ability to enroll in the graduate program.

Community College Interactions Branding – Dr. Dougherty informed the members that “Western Connections” has been selected as the “brand” for CEAP’s community college partnerships and interactions.

The Principles of Accreditation – Ms. Burton covered section 3.7 of the Principles of Accreditation which deals with the qualifications and credentialing of faculty. Ms. Burton informed the members that a sub-committee will be in place for Spring Semester. Workshops will be held to assist Faculty prepare for the site visit.

Dr. Dougherty shared with the members information gleaned from an article in the morning newspaper stating that “Jackson County will pay for 1 course for each Teacher that wishes to further their education”. Dr. Dougherty told the members that a letter would be sent from his office to each teacher in the county encouraging them to utilize this benefit.

Dr. Dougherty then distributed Executive Memorandum 338 to the members and reminded them that the form indicating that the requirements for the position are covered by the department head and the incoming faculty member. A copy of the signed form is to be in the personnel folder of each faculty member.

Dr. Dougherty reminded the members that Dr. Kyle Carter, provost will be our guest at the next Policy Committee Meeting (December 17) and encouraged them to prepare a brief presentation on their department or program.

The meeting was adjourned at 10:45 a.m.

Barbara Chapman
Recording Secretary

CC    John Bardo, Chancellor
     Kyle Carter, Provost