Minutes of the Policy Committee
College of Education and Allied Professions

September 5, 2003
8:30 a.m.
Killian 218

Present: Dougherty, Carpenter, Mims, Claxton, Allan, Tyson, Garrett, McCreary, Burton, McCord, Chapman (Recording Secretary)
Guests: Janina DeHart, Mike Razdrh, Carol Mellen

FOR INFORMATION

1. **Comp Dates** - the committee adopted November 1, 2003 for the College's Comp Date.

2. **Open House and Sneak Peek Events** - Dr. Carpenter provided a handout containing the dates for this year's Open House and Sneak Peek events. Those members who participated in the initial Sneak Peek touted the value of this event as a recruitment tool.

3. **Teacher Education Interviews** - Dr. Carpenter spoke notified the members of the upcoming Teacher Ed Interviews, a new location Killian 232, the interviews will be conducted at a rate of 4 per hour, date(s) September 29 - October 8.

4. **School Services Report** - Ms. McCreary distributed the reports to each department head and expressed her thanks to everyone for their support of our school partners. The number of school services performed for 2002-2003 was a very impressive 2,678. The report has also been sent to key administrators and legislators.

FOR DISCUSSION

1. **College Committees -Elected and Appointed** - Dr. Dougherty tabled this discussion until the document is fully prepared for the members consideration.

2. **Advising** - Dr. Dougherty introduced staff from the Advising Center and Student Services. Dr. Carpenter provided a copy of the draft dated 9/4/03 for the *First Year Student Advisement Model*. Two key items Dr. Carpenter pointed out to the committee were the appointments of the Faculty Department Major contact person and the initial greeter. The guests from the advising center were introduced to the members, each guest in turn provided the committee with the specific areas to which they are assigned. Janina DeHart also informed the group that she is available to assist them with SIS training, and that she maintains a satellite office in Killian 104A.

ROUND ROBIN

Dr. Dougherty opened the floor for each member to apprise the committee of news and events within their department.
Ms. McCreary announced the full time appointment of Shannon Diamond as the SUTEP Office Assistant.

Dr. Tyson announced the appointment of Christy Coggins as the new BKEMGE Office Assistant. The department is working on delivering the new BK undergraduate course in Asheville. The BK master is in the planning stages. Dr. Tyson will be teaching her first distance education course in elementary education. The department also has two ongoing faculty searches.

Ms. Burton shared that the Teaching Fellows are quite happy with the new offices in McKee.

Dr. Mims expressed her pleasure in Carol Oxendine's part time return to work. Carol broke her leg while working in her garden.

Dr. Carpenter requested feedback from the members on how registering students on SIS work for them.

Dr. Freeman continues in her early field experience placements. She is quite pleased, as are the students that so many of them will be placed in diverse schools.

Dr. Garrett related that his department is currently focused on recruitment opportunities and upgrading their web sites.

Dr. Allan thanked everyone for the wonderful support of her new office assistant and shared that the DPI Math and Science consultants will be visiting in western North Carolina.

Dr. McCord stated that his department is working on course scheduling for spring. The department is also looking at retention by examining placing a set of "buffer" courses between PSY 150 and PSY 250. Dr. McCord also related that due to the department's acquisition of the Cognitrace (evoked cognitive response) equipment, we have been the recipient of additional equipment from one of our sister institutions.

Dr. Claxton's area also has a new office assistant as well as four new faculty members. The Sport Management masters in now in the approval stages. Dr. Claxton invited all members interested to drop by Reid Gym today where Health 123 will be conducting a beginning of semester fitness analysis, a wonderful concept that allows the students to become more actively responsible for their health.

Dr. Dougherty closed the meeting by asking the members to thank the members of their units again for their service to our public school partners, and for continuing to do the great work that has resulted in our college having such a terrific reputation for quality in our community, with our students and our colleagues.

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Barbara Chapman, Recording Secretary
C Chancellor Bardo
Vice Chancellor Collings