Minutes of the Policy Committee  
College of Education and Allied Professions  
August 20, 2004  
8:30 a.m.  
Killian 218

Present: Dougherty, Claxton, Allan, Tyson, Bloom, McCreary, McCord, Burton, Freeman, McFadden, Chapman (Recording Secretary)

Absent: Carpenter
Guest: Mike Razdrh, Stefanie Soroka

Dr. Dougherty introduced Mike Razdrh and Stefanie Soroka from Educational Support. The focus was to inform the members of their role in advising of students, and ways in which the members could partner to ensure a successful program. Dr. Tyson and her faculty have a creative solution for accomplishing advising – 2-3 days have been set for faculty to set up in a large conference room with laptops for the purpose of advising. Students would set an appointment for one of these days; other students would be handled as needed. Dr. Tyson will report on the degree of success of “Advising Days” at the following Policy Committee meeting.

Dr. Dougherty informed the directors that they will need to develop a strategic plan by spring 2005. Dr. Dougherty reminded all the members that goals for the year are due October 1. The five (5) goals should deal with one or more of the following strategic initiatives: Enrollment Growth, Engagement with Region and Academic Quality.

Many of the members had questions regarding payment for Distance Education classes; Dr. Dougherty reminded the members that tenure track faculty could be utilized to teach these classes, and assured the members that we are aware of the inequity in payment for distance education classes taught online and those taught face to face during the summer.

Dr. Freeman reminded the members that evaluations of student teachers are to be turned in mid term and placed in the student’s folder. Dr. Freeman also discussed the issue of being able to monitor supervisor accountability; how can we ensure that supervisors are making their visits, this will be a future discussion of the committee. Please assist new faculty with ensuring Early Field Experience courses are part of their syllabi. This will also be discussed at the next policy committee meeting; each department will provide a written description of how their departments manage orientation of new and adjunct faculty to the courses.

Dr. Dougherty reminded the members that it is time to update the College’s Vision Statement, he asked for suggestions from the members on how to involve the college at large. Some of the suggestions were; the conceptual framework should be included, we should involve our public school partners and that a focus group could prepare a draft to present to the college. This will be discussed at future policy committee meetings. Departments and other units are to share their ideas by October 1.

The meeting was adjourned at 10:00am.

Respectfully submitted,

Barbara Chapman  
Recording Secretary

CC John Bardo, Chancellor  
Robert Vartabedian, Interim Vice Chancellor, Academic Affairs