Minutes of the Policy Committee  
College of Education and Allied Professions  
April 22, 2005  
8:30 a.m.  
Killian 218

Present: Dougherty, Claxton, McCord, Allan,McCready, Freeman, Corbin, Rose for Tyson-Lofquist, Bloom, McFadden, Smith, Coulter, Chapman (Recording Secretary)

Absent: Carpenter

Guests Dr. John Habel

Diversity Log – Dr. Dougherty introduced Dr. Habel, Diversity Committee Chair who presented the Diversity Log proposal to the members. Dr. Habel expressed to the members his purpose in attending today’s meeting was to solicit feedback on the draft document with special focus on the concept, content and monitoring of the proposal with the hope of implementing in Fall 2006. Ms. Corbin responded by relating to the members that she felt this was a very good document, well thought out, but was concerned that tracking may be an issue, and also pointed out that with any assessment system it is best to have a rubric of the various levels tied to a rating scale. Ms. Corbin’s suggestion elicited much discussion among the members as to who would rate the students’ logs. Dr. Allan pointed out that the council had skipped from “should we” to “how do we” implement this log; she also spoke about accreditation agencies not readily accepting poverty as a diversity category and are wanting to see more racial diversity. Dr. Allan proposed that electronic tracking software such as LiveText be considered for use as the facilitation tool for accomplishing this necessary accreditation standard.

Discussion among the members broached the idea of combining the Teacher Work Sample, the Technology Portfolio and the Diversity Log into one comprehensive document since all three areas are part of teaching and the name be changed to the Professional Portfolio. Another concern of the members is the ability to tailor the portfolio to the program, Drs. Allan and Coulter informed the members that this can be done with the software packages such as LiveText and TaskStream. Dr. Dougherty asked Ms. Corbin and Ben Coulter to do some external scanning and investigate the various software packages available and make a recommendation to the committee.

Dr. Dougherty summed up the ideas and concerns and expressed his concerns which were; 1. Biggest fear is that we will still be talking about this in April 2006. 2. We must seriously consider external scanning. 3. Technology is ever changing, it is a given that there will be unintentional consequences, what is the worst thing that could happen if we did use Live Text, or TaskStream. 4. How do we present relative to the standards, the work of our students? Dr. McFadden made a motion that a comprehensive portfolio, developed around programs be in place by fall 2005 which she immediately amended to allow Ms. Corbin and Dr. Coulter to explore and report their findings on electronic resources. Dr. Dougherty will explore funding for a committee (to include faculty and called the Professional Portfolio Committee) to work this summer on developing a prototype which could be tested this fall to one of the programs. Dr. Dougherty committed an amount to be determined per committee member. Drs. Freeman, Carpenter and Habel will meet to discuss membership, with initial membership to come from the Teacher Work Sample committee. Dr. Habel thanked the members and expressed how encouraged he felt based on their response.

E-Learning Grant – Dr. Dougherty shared the news with the members that the E-learning grant was awarded yesterday and detailed to the members how the funds would be allocated. We will purchase two
laptop carts – one for Blue Ridge and Isothermal, SPED faculty summer stipends for curricular mapping, and advanced Dreamweaver training this summer and stipends for participating faculty, renewal of 5 Plato access points. Members asked that the Dreamweaver training be scheduled in the early part of summer. Dr. Coulter will be scheduling the training, he will ensure that the course is focused on how to create content courses; department heads will work with Dr. Coulter to recruit.

Important Dates – Dr. Dougherty asked the members to note the important date to ensure deadlines are met.

Honors and Awards Feedback – The members agreed that food should be served prior to the beginning of the program (same menu please). Department heads expressed that scholarship information was received too late which delayed their submission of information. Ms. Smith assured the members that she is working diligently on compiling the scholarship information, but expressed that she too receives the initial information late (April 1). Ms. Smith and Ms. Chapman will work to develop a timeline for the scholarship information and will disseminate to all parties which should allow all parties sufficient time to produce and proof the program booklet. Dr. Dougherty suggested that we move the faculty awards to the Dean’s Appreciation Luncheon, it shorten this program and allows us to focus on the student awards. Dr. Dougherty also suggested that communication with student honorees is important so that they know what the protocol of the ceremony.

Dr. Dougherty’s end of year remarks – Dr. Dougherty thanked the members for a good year. He expressed that he wasn’t’ sure how the budget for the upcoming academic year would look like considering the current political situation. Dr. Dougherty reminded the members that we will begin “cranking up” for NCATE next year. He thanked the Unit Directors; Freeman, Allan, Coulter, Corbin, for how well their units have fit into the mainstream of the college.

Issues for next year – Dr. Dougherty told the members there would be a trickling down of the responsibility for and eventually are role of provost, dean, and department head were clarified. Dr. Dougherty encouraged the members to adopt the approach to issues used by the Provost, i.e. when discussing challenges, also be prepared with solutions. Academic program directors, we are moving toward release time and a summer stipend.

Drs. McFadden and Bloom thanked the members for helping them with their first year as department heads.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by

Barbara Chapman
Recording Secretary

CC John Bardo, Chancellor
    Kyle Carter, Provost