

**Reich College of Education
Administrative Council
Minutes**

November 30, 2010, 10:00 am, Room #314 EDH, Greene-Oakes

Members Present: Charles Duke (chair), Doris Jenkins, Jim Killacky, Roma Angel, Michael Jacobson, Dick Riedl, Monica Lambert, Ellen Carpenter, and Lee Baruth

Members Excused: Dolly Farrell

Guests: Nancy Oliver and Amy Cheney

1. Approve Minutes from November 9, 2010, Meeting: Minutes were approved without any changes.

2. Proposals:

Department of Leadership & Educational Studies

COE_LES_ITC_2010_6: Change the Master of Arts in Educational Media Code: 437*/13.0501, with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E) by:

- (a) Deleting CI 5620 Instructional Technology and CI 5550 Connecting Learners and Subject Matter as course requirements
- (b) Deleting as requirements and from the Graduate Catalog ITC 5320 Telecommunications Technologies in Education, ITC 5420 Hypermedia in Instruction, ITC 5430 Issues with Computers in Education, and ITC 5630 Advanced Web Design (SEE AP&P PROPOSAL COE_LES_ITC_2010_7)
- (c) Changing course descriptions of ITC 5220 Computers in Educational Settings, 5620 Integrating Computer Technologies into Instruction, and 5720 Planning for Technology in Schools. (SEE AP&P PROPOSAL COE_LES_ITC_2010_8)
- (d) Adding new courses to the Graduate Catalog and as a requirements concentration 437D ITC 5240 Designing Instruction for Digital-Age Learners, ITC 5260 Promoting 21st Century Literacies, ITC 5330 Utilizing Networking and Communications Technologies for Learning, ITC 5350 Technology Policy and Law, 5440 Digital Learning Environments in a Changing Society, and ITC 5550 Using Digital Technologies to Facilitate Systemic Improvement. (SEE AP&P PROPOSAL COE_LES_ITC_2010_9-14 in this packet.)

COE_LES_ITC_2010_7: Delete ITC 5320 Telecommunications Technologies in Education, ITC 5420 Hypermedia in Instruction, ITC 5430 Issues with Computers in Education, and ITC 5630 Advanced Web Design as requirements in the MA in Education Media - Instructional Technology Specialist/Computers with concentrations and delete from the Graduate Catalog

COE_LES_ITC_2010_8: Change course titles to reflect updated technologies and resources of ITC 5220 Computers in Educational Settings/(2-3).F., ITC 5620 Integrating Computer Technology into Instruction/(3).On Demand., and ITC 5720 Planning for Instructional Technology in Schools/(3).On Demand.

COE_LES_ITC_2010_9: Add ITC 5240. Designing Instruction for Digital-Age Learners/ (3).On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

COE_LES_ITC_2010_10: Add ITC 5260. Promoting 21st Century Literacies/ (3).On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

COE_LES_ITC_2010_11: Add ITC 5330. Utilizing Networking and Communications Technologies for Learning/ (3). On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

COE_LES_ITC_2010_12: Add ITC 5350. Technology Policy and Law/ (3). On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

COE_LES_ITC_2010-13: Add ITC 5440, Digital Learning Environments in a Changing Society/ (3). On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

COE_LES_ITC_2010_14: Add ITC 5550. Using Digital Technologies to Facilitate Systemic Improvement/ (3). On Demand. to the Graduate Catalog and as a requirement for concentration (437D) [T] in the MA in Educational Media Instructional Technology/Computers (Major Code: 437*/13.0501) with concentrations in Instructional Technology Specialist/Computers (437D) [T] and Instructional Technology Specialist/Computers, General (437E)

Amy Cheney was at the meeting to discuss these LES proposals.

LES Proposal # 6 letter a: CI 5620 is actually CI 5630 Instructional Technology and CI 5550 is actually CI 5055 Connecting Learners and Subject Matter... Amy Cheney made the appropriate corrections.

- **LES Proposals 6-14 were approved with some noted changes to proposal # 6. There was one abstention in the vote.**

Department of Family & Consumer Sciences

COE_FCS_CDBK_2010_1: Revise the Master of Arts in Child Development: Birth through Kindergarten (C548*/13.1202) with concentrations in Teaching (548B) [T] and Allied Personnel (548D) by:

- a) changing admission requirements
- b) reducing the number of concentrations from 3 to 2 by deleting Administration (548C) concentration
- c) changing the name of concentration Allied Personnel (548D) to Allied Personnel for Children and Families (548D)
- d) deleting 2 courses (FCS 5105 Family Life Education and FCS 5110 Practical Issues in Family Development) from the graduate bulletin
- e) deleting 4 additional courses as requirements from the program (CI 5630 Instructional Technology; HE 5250 Conflict Management in Educational Administration; HE 5630 The Adult Learner; SPE 5630 Collaboration and Advocacy)
- f) adding 3 new required courses to the graduate bulletin
- g) adding 2 existing courses as requirements: CI/SPE 5045 Advanced Topics in Diversity/ (3).F.S. as requirement for both concentrations, and FDN 5000 Research in Education or equivalent (3) as requirement in the Allied Personnel concentration.

COE_FCS_CDBK_2010_2: Delete 2 courses from graduate bulletin: FCS 5105 Family Life Education/ (3).F.Even-numbered years. and FCS 5110 Practical Issues in Family Development/ (3).F.Even-numbered years.

COE_FCS_CDBK_2010_3: Delete 4 courses from requirements for MA in Child Development Birth through Kindergarten: CI 5630 Instructional Technology; HE 5250 Conflict Management in Educational Administration; HE 5630 The Adult Learner; SPE 5630 Collaboration and Advocacy). All 4 courses remain in the Graduate Catalog

COE_FCS_CDBK_2010_4: Add CI/FCS/SPE 5010 Evidence-Based Practice in Early Childhood Education/ (3).F. Odd numbered Years. to the Graduate Bulletin and as a requirement in the MA in Child Development Birth through Kindergarten (C548*/13.1202) with concentrations in Teaching (548B) [T] and Allied Personnel (548D).

COE_FCS_CDBK_2010_5: Add CI/FCS/SPE 5020 Early Intervention/ (3).F. Odd-numbered Years. to the Graduate Bulletin and as a requirement in the MA in Child Development Birth through Kindergarten (C548*/13.1202) with concentrations in Teaching (548B) [T] and Allied Personnel (548D).

COE_FCS_CDBK_2010_6: Add FCS 5140 Family-Professional Partnerships in Birth through Kindergarten Education/ (3). Odd-numbered Years. to the Graduate Bulletin and as a requirement in the MA in Child Development Birth through Kindergarten (C548*/13.1202) with concentrations in Teaching (548B) [T] and Allied Personnel (548D).

Ellen Carpenter discussed the CDBK proposals.

- **FCS Proposals 1-6 were approved without changes.**

Department of Family and Consumer Sciences

COE_FCS_AT_2010_1: Change the BS in Apparel and Textiles by:

- a. Changing program name from Apparel and Textiles (500A/19.0901) to Apparel Design and Merchandising (500A/19/0901)
- b. Changing course title of FCS 4000.Textile and Apparel Merchandising (3).F. to FCS 4000. Principles of Aesthetics for Apparel. (3).F.

Nancy Oliver was at the meeting to discuss this Apparel and Textiles proposal.

- **COE_FCS_AT_2010_1: Proposal was approved without changes.**

3. Update on Searches/ Credentials Verification Forms: Lynn Church provided handouts related to the credentials verification. These forms are now available as a link on our College website. Dr. Duke reminded members that these forms have to be completed during searches and for new hires. When a person is hired they would then be requested to turn in the official transcripts. We have to have the official transcript that indicates the terminal degree.

4. Offices in the New Building: Dr. Duke asked chairs if they had assigned offices and if they could provide those to him. Julie Brittain needs to get the rest of the furniture choices for those individuals who have not made the choice yet. Some of the corner offices will have to be looked at a little closer because of the window issues. We need to know who is going in those corner offices so Julie can talk to them and make changes as needed. Staff that have not met with Julie about their furniture need to schedule a meeting with her to do so. HPC has assigned their offices except for the new hires. C&I will need two additional offices. RESE will be assigning shortly. FCS will assign offices this week. LES has an additional office but Dick Riedl does not know which one yet. Dr. Duke needs these assignments soon for keying, furniture ordering, etc. We have to be careful about swapping offices. They are still trying to get the building dried in completely.

5. Brainstorming Move to the New Building: Held for a future meeting.

6. Other

- **Promotion/ Tenure:** It is very important that there be written annual reviews on faculty in their files. That evidence is very important in promotion/ tenure. Faculty that are tenured still undergo peer review.
- **Keys:** This is a massive undertaking for a building this size. There will be swipe card entry at the entrance on the parking deck side (College Street). The building will be open so you will only need the swipe when the building is closed. The two side entrances will be a swipe. There is a service entrance that is near the back area and Dr. Duke thinks it will also be a swipe. Faculty have their departmental access, their office access, and classroom access. We will have to check on the copier office issue. All HPC faculty need access to the clinical area. The conference/ seminar rooms will be keyed as classroom keys. We just need to identify who gets access to what areas. Dr. Lambert will check with Darryl Morris about access to the Reading Clinic. The Department Chair will have a master key that would include all of their faculty offices. The Design Lab should be a swipe. Dr. Duke will have to check on that. The storage area on the lower level will probably have padlocks. Multi storage room for the Expressive Arts area. The Doctoral

Room has a special work area. Students will need access to that work area. Adjunct faculty will get the home department key and a key to their area. No more than one key per faculty office (one member office). Dr. Duke will pull this together and double check with members again at a later time. Dr. Duke will check to see if the internal doors are fire proof glass or metal. The offices chairs have now include regular tenure track faculty including phased retirement faculty. There are a few spaces that in the near future we can renovate to make new offices. We have used up every office in the new building. We have two rooms on the lower level that are set up with cubicles for adjuncts and one year appointments. There are approximately 17 cubicles in each room. Full time one year appointments definitely get a cubicle. We will have to look at the other adjuncts and base the use of the area on their appointments. The building is full and we will not have space for any substantial growth.

- **Dr. Duke provided handouts on department chair office configurations.** The question is which one of the configurations do you want? Communicate directly with Julie Brittain what your preference is on your office area. Get with Julie as soon as possible so this furniture can be ordered.
- **We will be taking our computers to the new building.**
- **Signage:** Offices will have a sign with a room number and then there will be a slide in for paper where individual's names can be inserted. There will be signage in the elevators as well as outside the elevators. There will be directories. There will be extensive signage as to where the bathrooms and elevators are.
- **Classes for scheduling for fall 2011 will be in the new building and therefore classrooms will be different.**
- **Check over the salary information for the Extension classes that you received and get those back to the Associate Dean's office as soon as possible.**
- **We will be bringing 2 candidates on campus for the Associate Dean's position.**

Next AC Meeting is scheduled for Tuesday, January 18, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes.