Minutes

Present: Dr. Yancey Watkins, Interim Chair, Dr. Joe Baust, Mr. Greg Gierhart, Dr. Sharon Gill, Dr. Jacqueline Hansen, Dr. Bonnie Higginson, Dr. Chhanda Islam, Dr. Johan Koren, Dr. Joan Niffenegger, Ms. Penny Perkins, Dr Jo Robertson, Dr. Joyce Shatzer, Ms. Marla Smith and Ms. Sue Smith

Copy minutes to: Dr. Nancy Boling, Dr. Susan Edington, and Ms. Sally West

1. Meeting called to order by Dr. Watkins
2. Introduction of Faculty & Staff – brief introduction by Dr. Watkins and faculty introduced themselves.
3. Remarks ~ Dr. Yancey Watkins, Interim Chair stated that he will be working with the faculty as Interim Chair for a year – 200 half days and Dr. Higginson will be working ¼ time as Interim Chair. Course schedules will be Dr. Higginson’s responsibility, please address all information/correspondence with the Registrar through Dr. Higginson.

Please copy correspondence in Dr. Watkins’ area to Dr. Higginson and correspondence in Dr. Higginson’s area to Dr. Watkins. The only exception is budget items which are Dr. Watkins’ responsibility.

4. Awareness comments ~ 2-3 minutes each

Dr. Watkins shared information, using a PowerPoint presentation about the Department including the following information: ECE has 14 full-time faculty, 26 2+2 adjunct faculty, 2 adjunct faculty 3 First Steps personnel, 2 secretaries, 4 GAs and 12 student workers. The following faculty gave additional details about their areas:

- Interdisciplinary Early Childhood Education [IECE]: Dr. Robertson shared some highlights of the IECE program including the fact that Kentucky is on the cutting edge of these programs.
- Elementary Education: Dr. Hansen shared information about the BA degree and distributed a curriculum guide sheet.
- Reading & Writing: Dr. Gill highlighted the programs in Reading and Writing commenting that additional information is on the Web Site
- Library Science/Media Education: Dr. Johan Koren students will not be working on a separate masters for this major but it will be taught as an interdisciplinary curriculum.
- Environmental Education – Dr. Joe Baust shared a PowerPoint presentation emphasizing that environmental education should be infused in Teacher Education programs throughout Kentucky. His presentation also shared future classes that will be offered at MSU in the Environmental Education area.
• Reading Recovery: Ms. Marla Smith explained that Reading Recovery targets the lower 20\% of students and mentioned some of the plans for this program that are upcoming for the academic year.
• Kentucky Reading Project: Dr. Higginson shared information about the Kentucky Reading Project [KRP].
• Reading First: Dr. Watkins shared that Reading Coaches will be working with school teachers and others shared information about this grant.
• Teacher Quality Institute [TQI]: Dr. Jacqueline Hansen shared that the purpose of TQI is to identify and assist inservice and preservice teachers and gave some details about the program including the dual credit program and some upcoming activities.

5. 2 + 2 Programs ~ Regional Sites [Campuses]; Henderson, Madisonville, Hopkinsville & Paducah

6. Praxis, PLT, etc. – Dr. Watkins shared some statistics concerning Praxis tests. There was discussion about ways to help students succeed in the Teacher Education Program.

7. Praxis Preparation Program – Penny Perkins will be working on the Praxis Preparation Program ¼ time this fall.

8. EPSB will provide some grant funds to align courses with the Praxis examination.

9. Advisory Councils – Dr. Watkins stated that these councils should be in place this fall.
   • IECE
   • Reading & Writing
   • Elementary
   • Library/Media

10. Faculty Mentors
    • Hansen mentor for Gierhart
    • Gill mentor for Shatzer
    • Islam mentor for M. Smith
    • Watkins mentor for Koren

11. Tenure and Promotion: Dr. Watkins shared some information about tenure and promotion including bringing in time from another institution (usually 2 years). Annual reviews were discussed for the advantage of new faculty.

12. Spring Schedule of Classes: Dr. Higginson is working on the spring 2003 schedule. Information is due August 27th to the Continuing Education Office, please submit schedule information to Dr. Higginson this week so that she can meet this deadline. Class Rooms for Spring 2003 will be assigned September 3rd.

13. Office Hours: Faculty should be available to advise students which could mean making appointments with students during the summer.

14. Elect/select ECE Membership on College of Education Committees
    • Teacher Education ~ Gill
      Faculty elected Penny Perkins to serve on the Teacher Education Committee.
    • Grievance 03-05 ~ Hansen 01-03
      Faculty elected Joan Niffenegger to serve on the Grievance Committee
Promotion & Leave 03-05 ~ Higginson 00-03 ECE
   Faculty voted in favor of Bonnie Higginson to continue serving on the Promotion and Leave Committee.

Tenure ~ 03-05 ~ Baust 01-03
   Faculty voted in favor of Joe Baust to continue serving on the Tenure Committee

Continuing to serve…

   Graduate Studies ~ Baust 02-04
   Grievance Committee ~ Robertson 02-04
   Tenure ~ Higginson At-Large
   Undergraduate Studies ~ Gill 02-04
   Outstanding Research & Creative Activity Awards Committee ~ Islam 03-04
   Recruitment ~ Boling, Edington, Higginson, Watkins, Robertson
   College Technology Oversight Committee ~ Watkins
   Library/Media Center ~ Koren, Watkins

15. Tenure Proposal – a handout was distributed
16. Comments from others
17. Adjournment
   ECE departmental meetings will be held during the fall semester at 11:00 a.m. on the 2nd and 4th Tuesdays during the fall semester. The meetings will last for 50 minutes and ECE faculty will be contacted at the end of the previous week in case of cancellation of the meeting.

PLEASE SEE THE FOLLOWING PAGE FOR INFORMATIONAL ITEMS
Information items:

1. Congratulations to Dr. Sharon Gill who will be serving as President of the MSU Faculty Senate, 2003-2004.
2. Congratulations to Dr. Chhanda Islam who has had an article accepted for publication.
3. Travel allocations – $250 per faculty member
4. Program Coordinators are: Elementary, Dr. Hansen; IECE, Dr. Robertson; Library/Media Education, Dr. Koren and Reading & Writing, Dr. Gill.
5. To find Advising Sheets go to [http://cockate.murraystate.edu/](http://cockate.murraystate.edu/), click on NCATE, click on Advising Sheets.
6. Howard Gardner will visit MSU this Fall. Date is to be determined.
7. Future Educators of America regional conference at Curris Center, September 22nd.
8. Kentucky Outstanding Teachers to come to the student teacher classroom management seminars for panel presentations to the elementary and secondary student teachers, October 27th.
9. As of July 1, 2003, the following policy is in effect, according to ETS candidates may take each Computerized PPST once per calendar month up to six (6) times in a 12-month period.
10. Faculty teaching during summer sessions are expected to advise, participate in orientations, etc.
11. We are ready to begin the process of submitting the 104 (formerly 203) second dual-credit course for Academic Council approval. It received preliminary approval as a pilot course last spring.
12. Jackie Hansen, Chairperson; Chhanda Islam and Jo Robertson have agreed to serve on the departmental Curriculum Committee for the year 2003-2004.
13. Sharon Gill has agreed, once again, to serve as the departmental contact person for Waterfield Acquisitions for the year 2003-2004. Let her know areas/topics/materials that you would like to order.
14. All faculty and staff who have not already attended a session but who currently have or wish to receive electronic access to student information via the Advisor PIN or the CICS Info screens are required to attend a session on FERPA in order to keep or gain access to MSU systems.
15. Contact Annazette Fields, Office of Equal Opportunity, if a student states that they have a learning disability or wants accommodations. Do not attempt to design a program for them.
16. Use Tech Help at KATE site or call Charlotte Bradshaw if you have a computer/technology problem. Please do not stop Micah or other student worker in the hallway and tell them about the problem.
17. Printing bill 7/2/03 thru 8/1/03 was $424.68. Twice the amount for a normal month.
18. Comprehensive Examinations will be on Saturday, November 8, 2003