Department Meeting Minutes
Early Childhood and Elementary Education
October 14, 2003
2204 Alexander Hall
11:00 till 11:50 a.m.

Present: Dr. Yancey Watkins, Dr. Joe Baust, Mr. Greg Gierhart, Dr. Sharon Gill, Dr. Jacqueline Hansen, Dr. Bonnie Higginson, Dr. Johan Koren, Dr. Joan Niffenegger, Ms. Penny Perkins, Dr. Jo Robertson, Dr. Joyce Shatzer, and Ms. Marla Smith
Absent: Dr. Chhanda Islam (in Malaysia) and Ms. Sue Smith
Brenda Nix (KATE OFFICE) - invited guest to address technology

1. Call to order: Dr. Watkins

2. Minutes from last meeting: accepted as written (emailed to ECE faculty following September 23rd meeting).

3. KATE: Professional Development Needs and Interest
   Brenda Nix, Director, KATE:

   Ms. Nix shared that software with content rich titles, is available for students and a list of titles was distributed. Students should ask permission to load the software on any computer that is not their personal computer.

   Ms. Nix asked if technology surveys should be continued and concluded that some of the surveys should continue. Brenda mentioned that some surveys will be placed on the Web to cut down on man hours and added that she would assist with this.

   She added that the ‘big grant’ has ended and mentioned several areas that will be affected by this including:
   - There will not be as much support from the KATE office but the following Faculty mentors are available to the ECE Department: Ginny Richerson, Dana Harader, Ken Purcell, Yancey Watkins, Sharon Gill, Jackie Hansen, Joy Navan, Mary Lou Yeatts, Joe DeBella and Greg Gierhart.

   Ms. Nix reminded the faculty that the faculty must assume responsibility for helping students compile their eligibility portfolios after this year.

   Ms. Nix commented that batteries for Lap Top Computers have been on back order but have now been received.
4. NCATE Standard 6: Graduate Advising: Forms and Procedures: Dr. Watkins distributed guidesheets for the ECE department. Dr. Hansen discussed the guidesheets and some options to offer advisees.
   It may be necessary to call another department to be sure of the courses that are offered on a regular basis.
   There was some discussion of updates needed on the Guidesheets and the flexibility of courses that can be taken. The bulletin is the final say.
   This will be continued at the next meeting, October 28th.
   Dr. Watkins emphasized ‘Professional Advising’ when there are options; suggestions should be made but students can make their choices according to MSU’s Bulletin.

DUE TO THE LATE HOUR THIS ITEM WILL BE CONTINUED IN NEXT WEEK’S MEETING (Oct. 28th).

5. Advisory Committees Reports:

6. Other business: It is ECE’s turn to host Homecoming and all areas are covered except that additional greeters are needed. A form was distributed for Faculty to sign at the times they will be available to greet visitors (October 18th).

7. Adjournment

Information Items:

- All purchases must have prior approval. This is especially true if you anticipate being reimbursed.
- Copy charges 8/7/03 till 9/2/03 $449.46
  9/2/03 till 10/03/03 $890.32 [44,516 copies]
- Advisory Council Meetings [Elementary, Reading & Writing and Library/Media] scheduled for Tuesday, October 28th from 4:30 till 6:30 pm.
- Meeting scheduled with Western Kentucky University on November 5th at MSU Campus at Hopkinsville to discuss collaborative effort in regard to Library/Media Education.