Department Meeting  
Early Childhood and Elementary Education  
October 28, 2003  
2104 Alexander Hall  
11:00 till 11:50 a.m.

Present: Dr. Yancey Watkins, Chair, 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. Joyce Shatzer, and Ms. Marla Smith

Absent: Dr. Joe Baust, Dr. Jo Robertson (off-campus), and Ms. Sue Smith

1. Call to order: Dr. Watkins

2. Minutes from last meeting: approved as written

3. NCATE Standard 6: Graduate Advising - Forms and Procedures:
   - Dr. Hansen reviewed items covered in the last meeting and proceeded with the explanation of the remaining Elementary Education Guidesheets and advising recommendations and procedures.
   - Dr. Gill reviewed and explained the Reading & Writing Guidesheets and commented about various advising recommendations and procedures.
   - The MA and +30 guidesheets for IECE were reviewed with comments from Dr. Niffenegger and Dr. Islam.
   - Dr. Watkins explained some of the guidelines for endorsement in various areas, how to count electives, and other details of advising.
   - Dr. Watkins: The advising list is being looked at and advisees are being distributed among the faculty as evenly as possible with efforts to keep advising within the area of the advisor.
   - The guidesheet is a working sheet and should be completed ASAP when students enter the program. Please note that this is NOT an OFFICIAL document.
   - If a student needs to take a class as an elective REA 612 can be suggested or courses that are listed as Elective[s].
   - KRP & Reading Recovery cannot be taken unless the student has been accepted and a teaching position is required for acceptance.
   - Dr. Gill suggested that students visit the College of Education Web Page and view the hot links to the Reading/Writing Graduate Program. Students can view guide sheets, advising sheets, etc.
   - Dr. Watkins stated that if a student desires to take a class that is outside of the major, information should be requested from that area. In the case of CDI or SED classes Dr. Jo Robertson (IECE) should be contacted.
   - It was suggested that a checklist indicating necessary forms for admittance would be helpful for students.
   - Concern was expressed that an advisor/advisee list is not available.
• Dr. Watkins gave the following summary:
  o Work on guide sheets should be completed before a student’s course work begins.
  o Official Work: Copies of forms were distributed. When the guide sheet has been completed (this is the unofficial form) and forwarded to the Graduate Coordinator (Ken Purcell) a detailed letter/admitance will be sent to the student with specific instructions of what the student needs to do. Depending on the student’s program, appropriate forms will be completed. It was added that most forms will be 1 page rather than multi-copy used in the past.
  o Unconditional/conditional admission and the Rank II/Masters Program were discussed.
  o The *Graduate Program Form* [5th Year, MA, +30 or Ed.S] is the official document and there must be written approval to change courses listed on this form.
  o There is a place for the advisor to check if approved or disapproved and the form must be signed.
  o It was stated that a suggestion will be made to include the student’s phone number on the form to facilitate contact with the student.
  o Degree programs are handled and managed by The Registrar’s Office. Non-degree programs are handled downstairs in TES.
  o Faculty members should not store folders of advisees in their offices in order that files can be updated or in case others need the files.
  o The Graduate Substitution Form is not the same as Undergraduate Substitution Form, students do not sign this form but they will receive a copy of the signed form.
  o If students have made a “good faith effort” to take courses when they were offered appropriate courses may be substituted with approval of the advisor.
  o There was some discussion concerning Portfolios and Comprehensive Exams.
  o When a student completes 9 hours credit they should apply for Candidacy.
  o There is no basic entrance exam.
  o It was commented that it would be helpful to have in writing the courses that are designated to complete Rank I and Rank II.

4. Advisory Councils will meet today from 4:30 p.m. – 6:30 p.m.
5. Dr. Watkins appointed an AD HOC Copier Committee:
   • Dr. Chhanda Islam, chair, Dr. Jacqueline Hansen and Dr. Joan Niffenegger. This committee will establish guidelines for copier use by looking at what is appropriate copying for teaching, publication and creative activity, service and consulting.
   • If copying costs do not decrease, individual copying codes can be set up for each faculty member. (see $ amount of copy charges for previous months listed below)

6. Other business
   There was no other business.

7. Adjournment

Information Items:
   • Copy charges 8/7/03 till 9/2/03 $449.46
   9/2/03 till 10/03/03 $890.32 [44,516 copies]