Department Meeting
Early Childhood and Elementary Education
2205 Alexander Hall
January 8, 2004
1:30 till 3:00 p.m.

Agenda

Present: Dr. Yancey Watkins, Dr. Nancy Boling, Dr. Susan Edington, Mr. Greg Gierhart, Dr. Sharon Gill, Dr. Jacqueline Hansen, Dr. Joann Niffenegger, Ms. Penny Perkins, Dr. Jo Robertson, Dr. Joyce Shatzer, and Ms. Sue Smith

Absent: Dr. Joe Baust, Dr. Bonnie Higginson, Dr. Chhanda Islam, Dr. Johan Koren and Ms. Marla Smith

1. Call to order and Welcome Back! – by Dr. Watkins
2. Minutes from last meeting: approved
3. Advisory Councils: Submit a list of names, addresses, and phone numbers of those on the Advisory Councils
4. NCATE Standard 6/Graduate Advising Procedure:
   Brenda Owen explained Graduate Advising procedures:
   • Students apply to Registrar’s Office for admission to graduate programs.
   • A packet is submitted to the graduate coordinator (Dr. Ken Purcell) procedures for the various tracks were explained
   • Forms/materials for degree [MA & EdS] sent to Registrar’s office
   • Rank I, Rank II (5th year), + 30 and Certification are included in the forms/materials for non-degree programs [5th Year + 30] and are routed to the TES office [Ms. Barb Thompson]
   • TriPLICATE forms will be used until stock is depleted
   • Student files area stored in Brenda Owen’s area, please check with her if you need information on a student.

5. Advising Policy and Procedure: Referred to Advising Policy and Procedure handout received in morning meeting. Advisor pins and holds were discussed
6. Office Hours: professors post office hours on their doors in compliance with Section 03.1N~Office Hours and Availability of the COE’s Policy Manual. If meetings or out-of-town meetings are attended during posted hours, please post this information on your door. Be sensitive of peak advising times and try to be available for advising during these times.
7. Attending conferences; out-of-town: please send an email to Dr. Watkins, Dr. Higginson, and the secretary of the times and dates that you will be out of the office even if travel forms have been completed
8. Advertisement for Dean – Texas A & M University handout:
Structure and content of the advertisement were discussed.

9. New Initiatives: there were some suggestions for ways to incorporate technology and alternate ways of learning without sacrificing quality of learning such as new courses with innovative delivery, revision of the department home page, department web page, and automation of Library Media Center.

10. Review of Programs: some examples were considered for future consideration - IECE program as a stand alone program; + 30 Hour Elementary; 5th Year Elementary; and Reading and Writing

11. ACT, PRAXIS II and PLT: Ms. Penny Perkins will be working with the Praxis II and PLT testing and Dr. Lee Kem will be working with ACT preparation.

12. Coach, Project & Recovery:
A Reading Coach was supposed to be employed NLT August 30, 2004. As of this date status of employment is unknown.

13. Spring Semester 2004 Courses:
   Dr. Murphy’s courses have been temporarily reassigned until she is able to return to the classroom

14. Posting Door Schedules:
   Each faculty member should have office hours posted on their door.

15. Copier and Printer:
   It is more expensive to print several copies on the printer than to make copies on the copier. Both printing and copying costs must stay within the budget.

16. Comments from faculty

17. Adjournment.
   Next meeting: January 27, 2004, 11:00 til 11:50 a.m. in room 2104.
   Meeting with the Dean.

Information Items

- Dr. Murphy Update: moved from Western Baptist to Lourdes – improving daily
- Dean Search Update: applications have been received, will be reviewed and the committee will meet
- Chair Search Update: No applications were received.
- IAF’s: Due February 15th
- Observations: please submit a time for the chair to observe your class
- 2 + 2 Programs: Adjuncts and other associated with the 2 + 2 Programs met on Saturday, January 3, 2004. Participants shared information and interacted with each other in a most positive way.
- Chain of Command: Request that matters be presented and resolved internally prior to involving faculty or staff outside the department. Recommendations in regard to the schedule are welcomed but must be initially submitted to the chair or designated representative for approval.
- Secretarial Items: no additional items