

**Division of Education**  
**Minutes**  
**January 26, 2017**

**Members Present:** N. Burton, R. Druggish, K. Liptak, T. Mullins, A. Reynolds, T. Smith, K. Tucker, W. Williams

The Division meeting was called to order by the chair at 1:10 P.M. The approval of the minutes from the last meeting on January 3, 2017 was deferred to the next meeting.

Dr. Druggish reminded faculty of upcoming important dates and tasks that need to be shared or addressed including application deadline for student teaching, submission of summer and fall schedules, date for fall 2017 student teaching meeting, and a reminder to post spring 2017 office hours as soon as possible. He also reminded faculty to review the WV Personnel Drug and Alcohol Workplace policy that HR emailed to all faculty on 12/7/2016. Faculty need to sign and submit the Employee Drug Awareness Certificate Form to Dr. Druggish as soon as possible.

Dr. Druggish discussed faculty evaluations and the CU Faculty Handbook requirement that requires a classroom observation by a peer for anyone seeking tenure and/or promotion. Faculty discussed the observation form that was collaboratively developed with education faculty and human performance faculty in 2010. This form will be reviewed at the next Division meeting as a possible format for peer observations in 2017.

Faculty reviewed and discussed the 8 applicants for the position in Educational Leadership and Supervision. Out of the 8 applicants, only 3 had the necessary educational background to be considered. From these three, faculty decided to conduct a face-to-face interview with one of the applicants within the next week if possible. Dr. Druggish will try to schedule the interview for Friday, February 3, 2017.

Dr. Druggish provided a brief overview of the tasks that need to be addressed/accomplished in spring 2017. These include revised 4-year plans for the undergraduate programs that reflect the new general education program, revisions of all undergraduate and graduate syllabi prior to summer 2017, topics for upcoming teacher education seminars, PRAXIS I tutoring workshops, and SPA reports (all are due on March 15, 2017).

The Division of Education unanimously approved two Catalog Changes for EDUC 540 and EDUC 555 in the MAT program. The change would move the 10 hour field experience requirement from EDUC 540 to EDUC 555. The total new field experience hours required in EDUC 555 will be 25 hours. This change will go into effect in fall 2017.

Committee reports included updates from the Technology Committee and Faculty Senate. Dr. Tucker shared the IT Committee's plans to streamline copying at the University based on an extensive report by Steve Meadows. In an effort to save on the cost of operating multiple copiers, the University is renegotiating the contract and will reduce the number of copiers in each building. Further, the copiers will be set to "sleep" from 10:00 at night until the next morning. Faculty have been asked to cut down on the number of copies and encourage the use of digital

versions wherever possible. The Division of Education averages one of the highest numbers of copies made per month.

Additionally, Dr. Tucker reported that the University will double the bandwidth on campus this spring and renegotiate the Blackboard contract that should result in updates for faculty and students.

Faculty were encouraged to attend the Faculty meeting scheduled for February 2, 2017 where proposed changes to the Constitution will be the main agenda items.

The next Division meeting is scheduled for Thursday, February 2, 2017 at 12:30 in Room 100. The meeting was adjourned by the chair at 2:45 P.M.

Respectfully submitted by:

Kathryn L. Liptak  
1-27-2017

## **Division of Education**

Minutes

March 23, 2017

Present: Rick Druggish, Kathy Hawks, Kathy Tucker, Kathy Liptak, Thea Smith, Willy Williams, and Terry Mullins

The meeting was called to order by Rick Druggish at 1:00 PM. Announcements of upcoming events were first reviewed.

### **Announcements**

April 22, 2017

New Student Orientation

May 10, 2017

Final summer school Term I course decisions will be made on Wednesday, May 10.

If there are 8 or more students pay for instructors will be full pay for undergraduate courses. If there are 5 or more students pay for instructors will be full pay for graduate courses. If fewer students as of May 10 instructors will be given the option of teaching the class at a reduced rate or dropping the class from the schedule. The decision based on May 10 enrollment is final even if more students enroll in the course or drop the course.

Division members expressed concern that students add classes at the last minute which means a professor could get reduced pay for a full class. Also, it was pointed out that this often happens particularly with graduate courses.

### **From Dean's Staff**

Craig Keen announced that he would be leaving Concord for a new university position. Vice President Viscusi discussed the state of the State of West Virginia. He expects another cut in the state budget. He also explained that WVU, Marshall and Sheppard have all been exempted for the guidelines set by the HEPC. The role and purpose of the HEPC was discussed and plusses and minuses of operating under the HEPC also reviewed. The HEPC does put restraints (for good or bad) on the various institutions in the State. In addition, the HEPC, itself, may be abolished. Other changes in the West Virginia Department of Education may also be possible. Viscusi also noted that CU will be looking at programs to continue or to drop. Local legislators need to be made aware of the future of CU and many of these issues.

### **Election of Division Chair**

The election of the division chair had to be revisited. The election had to be by paper ballot. With the paper ballot the election followed. Dr. Rick Druggish was elected by paper ballot.

## **Discussion Concerning Ed Leadership Position**

We reviewed applicants who met qualifications including an earned doctorate in educational leadership or supervision and also had experience as a building principal. Those who did not meet the qualification were eliminated first. Discussion concerning candidates continued and two candidates were selected to follow up with telephone interviews next week.

## **Social Studies Block Discussion**

EDUC 306, SPED 309, EDUC 319 and SOSC 414 were discussed as part of the block. Rick hopes to meet soon with those who will be teaching the classes in the fall.

## **Business, Art and Music Education Program**

The Business Education program will be sunset at Concord University. This move is at the request of Business Department. There is also interest in ending the education programs in art and music, as well.

## **DeNuzzo Award**

Outstanding character and leadership ability are the characteristics for this honor. The division selected one student for the honor—Samantha Higgins.

## **Education Student of the Year**

Students who completed their student teaching in the fall of 2016 and the spring of 2017 were reviewed for the honor of student of the year.

Elementary—Sarah Woody

Secondary—Allison Whitener & Richard Woods

Early Childhood Special Education—Samantha Higgins

## **SPA Reports and Updates**

Rick reviewed the SPA reports and thanked everyone who participated in writing the SPA reports for their good work. He expects to hear good things around August 1. He also encouraged the division members to utilize Live Text and include all assessments there that could be used in future reports. He suggested we review our courses and find assessments that could be included in Live Text.

## **Teacher Education Admission Information**

The students who applied for the Teacher Education Program were reviewed. Several students were missing a few items but overall many portfolios were complete and the GPAs looked very good across the board. Rick also thanked everyone for his/her help with the drop-in advising particularly since the dates for advising were changed from our original calendar.

## **University 100**

Rick asked if there was an interest by any faculty member in teaching a section of University 100 this fall. He also discussed some of the changes in the general studies requirements that have impacted our teacher education candidates. If students have problems with the transition look at their full program of studies prior to requiring students to take other courses.

## **Courses after Admission to Teacher Education**

The possibility of EDUC 306, EDUC 309 and EDUC 318 should all be taken simultaneously.

## **Course Changes**

EDUC 310 and EDUC 210 are both now three (3) hour courses. They will both be restructured to reflect the change from two hour courses to a three hour course. Language has also been changed in the catalog to permit students to use the two semesters of a foreign language as a general studies substitute. Previously students could not count the first year of a language if they had taken the in high school.

The meeting was adjourned at 3:20 PM.

Respectfully submitted,

*Terry W. Mullins*

## **Division of Education Minutes**

April 6, 2017

**Members Present:** H. Campbell, R. Druggish, D. Grych, K. Hawks, K. Liptak, T. Mullins, L. Smith, S. St. John, K. Tucker, W. Williams

The meeting was called to order by Dr. Druggish.

### **I. Updates**

April 7 Admitted Student Day

April 12 Campus visit with candidate for Educational Leadership position. The candidate will be taken to dinner prior to the campus visit on April 12.

May 5 Curriculum Vitae—As a reminder, these are due to Cheryl Barnes, via Dixie Terrell include both hard copies and electronic copies.

May 10 Summer School I decisions will be made.

### **II. New Business**

University 100 Dr. Druggish asked for volunteers to teach the course. Discussion was held on the contents of the course. L. Smith expressed an interest in teaching a section at the Beckley campus.

Ed. Leadership Position Candidate Updates The online list of candidates was reviewed and discussion was held on potential candidates to call for phone interviews and possible on campus visits.

Secondary Education Programs and MAT (Math, Sciences, English, Music and Art) Discussion was held on moving the above programs to the MAT program and removing them from the undergraduate program. Dr. Druggish will be meeting with each division and discussing the issues.

Early Childhood Special Education During Spring 2017 advising, current early childhood special education majors were made aware of the sun setting program and were advised on how to meet the requirements to complete the program. They were also presented with information on moving to the Elementary Education program.

Elementary Education Progression sheets for elementary education were reviewed and discussion was held on what should be required for elementary education majors.

### **Committee Reports**

Dr. Druggish encouraged everyone to review course titles and descriptions for possible changes. Suggestions for a new title and description for EDUC 210 were presented in a handout.

The next meeting will be April 13, 2017 at 1:00.

Respectfully submitted,

*Lethea Smith*