Black Hills State University
College of Education
Faculty Meeting Minutes
Wednesday, January 13, 2010 – 12:00 p.m. – Jonas 204

Present: Mr. Scott Ahola, Dr. John Alsup, Dr. Len Austin, Dr. David Calhoon, Dr. Richard Carriveau, Dr. Cynthia Chandler, Ms. Ruth Claeys, Dr. Greg Cooch, Ms. Mary Cooper, Ms. Patricia Dewey, Ms. Kathy Finkle, Dr. Dorothy Fuller, Ms. Mary Goebel, Dr. Nancy Hall, Dr. Carol Hess, Dr. James Hesson, Ms. Micheline Hickenbotham, Ms. Melanie Hurley, Dr. Mary Jones, Dr. Sunhwi Kim, Ms. Sandy Klarenbeek, Mr. Christopher Klinger, Ms. Diana Koch, Ms. Faye LaDuke-Pelster, Ms. Sue McGrath, Dr. Tim Molseed, Ms. Karen Mortimer, Dr. Lee Pearce, Dr. Rob Schurrer, Dr. Betsy Silva, Dr. Pat Simpson, Ms. Laura Turner, Ms. Rhonda Wolff

Guests: Dr. Rajeev Bukralia, Educational Outreach Dean
Dr. Devrim Ozdemir, Instructional Designer

N. Hall called the meeting to order at 12:00 p.m.

VPAA Search and Screen Committee Update

G. Cooch reported three candidates are being interviewed for Vice President, Academic Affairs/Provost:

1) Gerald Voland = January 14 & 15
2) Paul Theobald = January 25 & 26
3) David Haney = January 28 & 29

Technology Committee Update

D. Fuller reported:

1) goal is to find the best resources to support most critical needs, within budget
2) recommends ISTE webinars (faculty development opportunity) available on Wednesdays from 2-3pm, or would be willing to schedule an alternate time that works with a majority of faculty schedules

Assessment Committee/Graduate Council Update

P. Simpson reported (assessment):

1) Assessment/Teacher Work Sample Committees are now combined
2) Fa 2009 TWS products are being scored for program evaluation (candidates have received feedback from university supervisors)
3) updated TWS handbook will be printed in August
4) undergraduate program coordinators will submit their annual reports (analyzing 2008-09 content assessment data) to deans by February 26
5) R. Wolff is perfecting data-maintenance system in order to generate user-friendly reports that disaggregate 2008-09 pedagogy assessment data by program
6) P. Simpson will facilitate joint analysis of the pedagogy data with individual program Coordinators
7) Committee members will analyze aggregated data for the 2008-09 Unit Assessment Report (undergraduate); P. Simpson will write report, with assistance of committee members

P. Simpson reported (graduate council):

1) focus is on aligning clinical practice leadership experiences across all four programs
2) NCATE requires graduate programs be categorized:
   a) advanced teaching programs
   b) advanced programs for other school professionals (BHSU is in this category)
3) new *Field Experience and Clinical Practice Handbook* is being developed to outline policies governing the leadership practicum
4) graduate program coordinators are currently developing an effective data maintenance system that will hold results of their course-embedded program assessments, in order to generate user-friendly reports (2008-09 annual program reports will then be submitted)
5) Graduate Council will analyze aggregated data for the 2008-09 Unit Assessment Report (graduate); P. Simpson will write report, with assistance of Graduate Council
6) SD DOE has developed a technology integrationist endorsement to be in rule by Fall 2010
7) needs assessment is in progress to determine other graduate endorsements/emphases/degrees that might be needed in the future

Professional Progress/Field Experience Governance Committee Updates

R. Carriveau reported:

1) Professional Progress Committee (PPC) is working to streamline the admission to teacher education process
2) moving forward with PDS model in Meade County School District (to begin Fall 2010)
3) R. Carriveau is creating a "plan of assistance" template (checklist) to assist the student teacher, supervisor, and clinical faculty in addressing issues/concerns

Recruitment and Retention Committee Update

M. Jones reported:

1) committee members represent COE at Preview Days (participate in panel discussion and question/answer sessions)
2) faculty were asked to let her know of information they would like included in Preview Days' presentations

Curriculum Committee Update

C. Chandler reported (on behalf of J. Briggs):

1) timing of curriculum request submissions is critical; upcoming COE Curriculum Committee meetings are **February 10, March 3, and April 7**
2) procedure:
   a) obtain chair's approval
   b) complete request(special attention to footnotes/headers)
      form website: www.sdbor.edu/administration/academics/aac/guidelines.htm
   c) see Dawn Kennedy for format approval of request
   d) submit request to J. Briggs (COE Curriculum Committee Chair)
   e) University Curriculum Committee approval

NCATE Accreditation Committee Update

M. Hickenbotham reported:

1) Accreditation and NCATE Writing Committees are working on the Institutional Report (due June 15)
2) two standards selected for working towards "target" level
   a) Standard 2 (assessment)
   b) Standard 3 (field experiences)
3) NCATE Electronic Exhibit Room is being revised, using new guidelines
4) Spring 2010 semester is critical to finalize analysis of 2008-09 and 2009-10 data (update tables/charts/curriculum maps)
5) syllabi will be linked to exhibits and color coded for various standards
6) Institutional Report and exhibits will be shared at next COE faculty meeting
7) Faculty are encouraged to submit candidate work samples demonstrating use of:
   a) technology
   b) instructional adaptations for diverse learners
   c) competency in field experiences in their major or graduate level emphasis

Dakota ASSETS Grant Update

P. Dewey reported:

1) consists of two grants: Teacher Quality Enhancement (TQE) and Transition to Teaching (TTT)
2) over-all mission is to place highly qualified teachers in high-needs schools
3) 33 students currently have Dakota ASSETS' scholarships
4) N. Whitcher has been actively recruiting and marketing BHSU programs
5) D. Koch has launched Project SELECT programs in Pierre, Stanley County, and Chamberlain School Districts
6) Professional Development Schools (PDS) sites have expanded to Belle Fourche, Gillette, Rapid City (Meade County will be a PDS site, effective Fall 2010)

Scholarship Committee Update

L. Turner reported:

1) students need to apply only once (on-line only)
2) system will identify every scholarship students quality for
3) application deadline is February 1
4) selection process will begin in February
5) new scholarship for freshmen math and science education majors: Delger-Krier Memorial
   a) $2,000 award = freshmen year
   b) $5,000 award = sophomore year
6) awards reception will be held Fall semester

Mission and Strategic Planning Committee/Advisory Council Update

N. Hall reported COE Mission and Strategic Planning Committee/Advisory Council Updates:

1) established two primary goals:
   a) develop core of "co-enrolled" (block) classes in secondary education
   b) develop long-range field experience pool of clinical faculty that work well with student-teacher interns
2) continued emphasis on targeting technology issues

3) Advisory Council has been very helpful in identifying/recommending future graduate program needs

Director of Education and Outreach Search and Screen Committee Update

N. Hall reported three candidates were interviewed for the Director of Education and Outreach, Deep Underground Science and Engineering Laboratory (DUSEL). Dr. Ben Sayler has accepted this position, beginning February 1, 2010.

Office of Educational Outreach Update

R. Bukralia, Dean of Educational Outreach/Library, introduced Devrim Osdemir, Instructional Designer. D. Osdemir reviews all on-line courses; he is available to assist faculty with setting up on-line courses.

1) cycle/process for **new** online course:
   a) complete/submit electronic application
   b) chair/dean approval required
   c) dean of educational outreach reviews
   d) if approved, notification is sent to instructional designer and instructor
   e) instructional designer works with instructor to design curse, guided by quality assurance rubric
   f) instructional designer reviews course with instructor using same rubric; results are forwarded to dean of educational outreach
   g) if determined course meets BHSU quality assurance standards, it is ready for delivery
   h) when applicable, stipend is paid at end of first semester taught ($1,000/credit hour)

Announcements

1) faculty were asked to provide feedback to N. Hall regarding what's working and what needs attention

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Patty Clarkson, Sr. Secretary
College of Education