

Dean's Report to the College of Education's College Council

October 19, 2006

New Business and Ongoing Business

1. COE Office Reorganization—At the request of Mary Ann Harrell and with the concurrence of Joy Clark and Jennifer Walker, we have reorganized roles and responsibilities in the College of Education Office effective October 23, 2006.

- Mary Ann Harrell's new position will be as the Senior Secretary in the College of Education.
- Joy Clark's new position will be as the Office Manager in the College of Education.
- Jennifer Walker will remain in her current position of Administrative Assistant to the Dean of the College and fiscal manager.

2. Preparation for the NCATE site visit—NCATE has accepted our Preconditions Report at their board meeting (October 2006). Our report was the only one that NCATE accepted with no revisions! We have submitted three sets of dates for the NCATE/DOE site visit: a) February 9-13, 2008; b) February 23-27; and c) March 1-4. DOE has affirmed their availability, and we are waiting to hear from NCATE.

Action Item: Save the following dates on your calendars for all day COE faculty meetings to discuss progress and solicit faculty input on the following: a) students' fall submissions to the Assessment System, b) the DOE Folios, and c) other NCATE site visit items—Friday, January 5, 2007 and two days, in early May 2007, May 7 and 8.

3. Defining Teaching Obligations. —Mark Durand has asked the deans to work with each of our college faculties to discuss teaching obligations and, concomitantly, teaching assignments. On October 3, 2006, I forwarded to all COE faculty Dr. Durand's message and attached the current procedures for making faculty assignments in the COE, as well as information from the Collective Bargaining Agreement on this matter. As I requested in the email I sent, I would like the College Council's recommendations on how best to involve all the COE faculty in this discussion with the goal of submitting for my consideration by the end of the spring semester a series of recommendations for us to discuss subsequently in College Council.

Old Business

1. Faculty Searches--We have received approval to search to fill faculty lines in Reading Education (2), Science Education (1), and Educational Leadership (1). The advertisement went on line in the Chronicle of Higher Education on October

9 and the ad appeared on October 16. Search committee chairs are Margaret Hewitt (Reading Education), Andy Reeves (Science Education), and Brie Reck (Educational Leadership).

Action Item: Faculty traveling to conferences between now and December 15, please ask Joy to print out copies of our advertisement to distribute at your professional meetings. If your professional association has a website that will post job announcements for free, please contact Joy with the URL.

2. Administrative Council—Attached is the memo I sent to the faculty on November of 2003 discussing the complementary role to the College Council that the Administrative Council serves in the College of Education. The College Council is the policy making body. The Administrative Council is advisory to the dean on routine matters on which I am soliciting additional faculty input, such as course scheduling and staffing.

Program Areas	2006-2007 Representative
Math/Science/English Ed	A. Reeves
Elementary Ed ESOL/Reading	M. Hewitt
Foundations/Measurement	D. Michael
Special Education	T. Rose
Educational Leadership	B. Reck