



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

September 1, 2006

New Business

1. I plan to present the state of the College report for 2006 and the COE budget for 2006-2007 at the first faculty meeting of the academic year on September 8, 2006.
2. From faculty feedback on the budget planning survey for fiscal 2006, Educational Leadership and Reading have requested filling vacant lines in their respective areas. I have meetings scheduled with both groups of program area faculty to discuss the rationale for filling those lines and the data supporting the need for additional faculty in those areas. The goal is to have the COE proposal requesting approval to search for lines submitted to Mark Durand by October 1.
3. With the transition in the Dean's leadership team during August, I have determined that the best course of action for the College for 2006-2007 is to distribute the most important functions performed by the Associate Dean among several individuals. This process is still in progress. Those areas and the plans to cover them are described below.

Re-distribution of the Duties of the Associate Dean for 2006-2007

a. Academic Scheduling--course scheduling, room assignments, communication with program faculty, checking enrollments, enrollment management and planning

Person Responsible: Zafer Unal

Faculty Involvement: Administrative Council representatives will continue to be actively involved in reviewing schedules and communicating program needs to the dean's office.

b. Adjunct Faculty—hiring and credentialing adjuncts, adjunct orientation, obtain transcripts and vitae, liaise with office manager regarding letters of offer, getting adjuncts on Blackboard

Person(s) Responsible: TBA

Faculty Involvement: Administrative Council representatives and program area faculty will continue to be actively involved in reviewing vitae and recommending adjunct faculty to teach and supervise. The credentialing of adjunct faculty will continue to be a joint effort between program area faculty and the dean's office.

c. Faculty Assignments—assigning faculty to teach classes; developing faculty assignments, in collaboration with college faculty, consistent with university guidelines and the Collective Bargaining Agreement; and completing internal assignment forms.

Person(s) Responsible: TBA

Faculty Involvement: Administrative Council representatives will continue to be actively involved in communicating program needs and faculty teaching requests to the dean's office.

d. Curriculum Development and Folio Preparation

Person Responsible: Joyce Nutta

Faculty Involvement: Bonnie Braun and Kim Stoddard (ESE), Margaret Hewitt (Elementary Education), Gwyn Lightsey (Reading), and Jennefer Khattabi (ESOL) have agreed to serve as folio coordinators. All COE faculty will have regular opportunities for participation in the process through the website and regular meetings, which Joyce will be scheduling meetings throughout the academic year.

e. Comprehensive Examinations (i.e., signing verification forms) and Certification for Graduation

Person Responsible: Inna Ruefle, COE Graduate Coordinator

Faculty Involvement: Program area faculty submit the results of the comprehensive examinations to Inna. They will also work closely with Inna to verify information required for graduation.

f. Student Appeals Committee, Chair

Person(s) Responsible: TBA

g. Representing the COE at university and community functions, at the invitation of the dean

Person(s) Responsible: Various COE faculty members

h. NCATE Coordinator

Person Responsible: Kathe Rasch

Faculty Involvement: Faculty will continue to be actively involved in all aspects of the national accreditation process by: 1) assessing candidate progress on the candidate learning outcomes and state and national standards through the assessment system, 2) reviewing, revising, and development data collection systems to inform program improvement, and 3) reviewing and responding to data from candidates, stakeholders, and graduates.

4. Professional travel allocations for 2006-2007. During 2005-2006, COE faculty members made 26 trips out of state to present refereed papers at national and international meetings. The number of trips per faculty member ranged from 0 to 4, the mode was 1 trip, and the average amount spent per trip was \$826. For 2006-2007, I am proposing to allocate \$1200 per faculty member to support professional travel. As in past years, if there are funds remaining at the end of the year, I will review and honor all requests for additional travel reimbursements.

