

SCHOOL OF EDUCATION
School Council
October 6, 2009
2:00pm - 4:00pm

In Attendance:

J. Bray, D. Coker-Kolo, B. David, J. Lombardi, J. Ward, L. West, E. Rohena, H. Tuleya-Payne, B. Hatfield

Review of Notes

The notes from September 22, 2009 were reviewed and approved as written.

Pandemic flu plans

The Dean asked the Chairs to have a conversation with faculty about what to do in case of a flu outbreak in the department. If there is a large University-wide outbreak, we will of course follow the lead of the administration, but we must have plans in place for the possibility of smaller occurrences. Particularly, what will the department do if a number of faculty are out sick? Other faculty who are not sick should be tapped to fill in for the ailing, but if there are too many out sick, other contingencies such as going with assignments on Blackboard must be in place. Furthermore, the Dean spoke about the importance of faculty having detailed syllabi for each class. If the instructor has a clear plan for the class, with a calendar showing items to be covered, assignments, readings, etc, it will make it much easier for a fill in instructor to take over for another, due to illness, etc. Continuing on the flu discussion, the Dean also mentioned that it is important that faculty allow leniency in their absence policies for students who are sick with the flu. Social distancing is still recognized as the way to go to help avoid a massive outbreak.

Adjunct hires

The Chairs were asked to actively pursue adding more adjuncts to their TPTF lists, to be prepared in case of emergency. The process should begin with the Request to Interview form, and then follow up with review of the potential adjunct's resume, and a teaching demonstration. For adjuncts, only 2 or 3 faculty members are required to be present for the teaching demo, but all department faculty get the opportunity to review the materials and vote whether or not to approve. Faculty vote should be recorded in the Department meeting minutes.

Enrollment data

Dr. Ward provided and explained data that he compiled on Fall 2009 enrollments, showing the differences between Fall 2008 and Fall 2009 class sizes. The School of Education data was compared against the other two schools. Data showed that SCMA had the fewest classes with significantly higher enrollments, while SoE and HMSS had many sections with increases of ten to twenty and twenty-plus percent over 2008 maximum class sizes.

Spring 2010 course offerings and beyond

The Dean asked that the Chairs be mindful of what the students really need when planning the course offerings. Thoughtful consideration of our students and their program progress must really be in the forefront. Candae Deen has been analyzing the data to determine what the students really need to complete their programs and has started to provide information with the numbers that need gen ed courses, writing courses, etc. Additionally, calendar grids showing the days and times of current department course offerings for Spring were distributed. Chairs were asked to make sure that the classes are distributed throughout the week and throughout the day. Not only will this increase the flexibility for the students who need to create schedules, it will help us to better utilize our classroom space.

Program productivity report

PASSHE Program Productivity Report forms were distributed to the Chairs. All PASSHE University programs were examined for graduation rates for the past five years. Based on this information, certain programs with low enrollments were determined to be not cost effective and were placed into moratorium. If the University wishes to keep one of these programs that was identified for

moratorium, justification must be provided to President McNairy, who would in turn take the information for consideration to the Board of Governors.

Guest Presentation: Faculty Textbook Adoption

Geoff Beers, Lisa Schorr and Adam Hoke joined School Council to introduce the electronic faculty textbook adoption program that is being put into place at MU. This new system is in response to the HEOA mandate that requires textbook information be made available to students at time of class registration. It was suggested that Department Secretaries take on the responsibility for entering the data for the departments, and serving as point of contact for this new process. A training session will be arranged for the secretaries, and an informative letter will be sent to faculty later this semester.

School Council adjourned at 5:00 p.m.