SCHOOL OF EDUCATION
School Council
February 12, 2013
1:00 – 3:00 p.m.

In Attendance:
J. Bray, B. David, J. Ward, C. Anthony, D. Keefer, J. Baker (for PSYC), B. Havercamp

Review of Notes
The notes from December 11 were approved as written.

Topics of Discussion
The deadline for Article 29 posting in People Admin is March 1st for Summer classes, and June 21st for Fall classes.

The Dean asked Department Chairs to help guide the process for exception to graduation requests, to see that the requests are written in a plain and straightforward manner. Additionally, any requests for counting a transfer class as something that does not match up with our transfer equivalency list should be reviewed by the department of the course in question.

Department lists showing who has completed sexual harassment prevention training were distributed. After the meeting, Barb forwarded links to the Chairs for the online tutorial and list of on campus training dates.

Department Chairs were advised not to sign any travel requests for faculty who are traveling outside of the U.S. until the Dean has been briefed and has had the opportunity to reply.

Department procedures for ESS leave requests were shared.

An email relating details of a free virtual webinar series from PASSHE was shared with the Chairs.

The Dean has arranged a colloquium series for the Spring semester. All are encouraged to attend!

The School of Education needs to recommend two people for the One Book Committee. Dr. Jen Shettel (ELED) has volunteered.

Dr. Coker-Kolo will be contacting departments regarding the University Research Newsletter.
Budget Requests 2013-2014
Budget requests are due to the Dean’s office by March 8th. Spreadsheets were distributed to the Department Chairs by email. We no longer need to restrict our total requests to 120% of what we received last year as we had to do in previous years.

Commencement Speaker
The School of Education needs to recommend a graduating student to offer a Moment of Reflection during the commencement ceremony. A few suggestions were made at the meeting, and more will be sought in the following weeks. The Chairs will be asked to decide which student to recommend at an upcoming School Council meeting.

Print Shop Closure and RICOH copiers
Dr. Bray asked the chairs to share any difficulties they have experienced since the closure of the campus print shop. It was mentioned that people have had difficulty getting business cards printed, because the small off-campus shop that we are recommended to use is reportedly overwhelmed with the amount of business.

Dr. Keefer shared that the Ricoh copier model assigned to the Wellness & Sport Sciences Dept. does not have the speed, capacity, or features that the department faculty need to sufficiently replace their personal printers. Barb will work with I.T. and Finance to see if a larger unit with more features can be substituted or added.

Meeting adjourned at 2:20 p.m.