

SCHOOL OF EDUCATION
School Council
September 6, 2011
2:00 – 4:00 p.m.

In Attendance:

J. Bray, D. Coker-Kolo, D. Keefer, C. Anthony, E. Rohena, J. Ward, H. Tuleya-Payne, B. David, B. Havercamp

Review of Notes

The notes from April 19, 2011 were reviewed; minor revisions were requested.

Orientation

The group discussed the orientation events, and requested that we ask Jose Aviles to join the next school council meeting to provide feedback. The Chairs would like a complete picture of all planned orientation events so they can help to assure that the attendees are not getting overly repetitive information. Dr. Coker-Kolo addressed the group, and indicated that the orientation leaders would like to have all departments represented at the events, as was done in the past, citing the importance of having knowledgeable people on hand to answer the various questions that arise.

University Research Newsletter

Dr. Coker-Kolo distributed a summary of School of Education faculty accomplishments. She and the Dean hope to have more School of Education faculty featured in future University Research Newsletters. The Chairs were asked to follow up with faculty members who are doing research; it is hoped that each department will put forward at least one accomplishment for the research publication.

One recent noteworthy accomplishment was shared with the group: Dean Bray, Dr. Ward, and three members from SCMA were awarded a \$1.2 million NSF grant to support math education students in their junior and senior years, with a focus on urban education.

Budgets

There was no reduction in operating budgets for departments this year. Unused summer revenue sharing funds have been returned in full. The Dean is holding back any carryover operating dollars from 2010-2011, and asked that the Chairs come up with definite plans for how to spend the leftover funds. Departments will be asked to spend down any remaining summer revenue sharing dollars first, and then the Dean will consider specific, written requests for return of the unspent 2010-11 funds. The requests must include a timeline for the

purchase. All spending, other than standard operating expenses and late spring semester travel should be wrapped up by May 1, 2012.

Revenue sharing funds for EDWs that are offered during the Fall, and Spring semesters are available, but must be requested. Chairs of departments that offered EDW's at times other than the summer should get in contact with Dr. DeSantis to start the process for obtaining these funds.

Access to University Facilities

As a reminder, only Millersville employees, authorized guests and authorized students are permitted to access university facilities and equipment. Undergraduate and graduate students must be supervised, or properly trained and authorized to use labs and equipment, etc.

A discussion on key distribution ensued. Undergraduate students should not be assigned keys, and graduate assistants should only have keys if afterhours access is necessary (i.e., graduate assistants working as lab assistants as detailed in their job description). In cases such as this, the key must be issued in the name of a faculty or staff member, and then it will be that person's responsibility to assure that the graduate assistant is properly trained, and to get the key back when the assignment is over.

Schedules

The Dean requests that all departments offer more winter classes. Online classes are especially popular over the winter break. The approval process for DL conversion of existing courses only takes 30 days. Adjuncts may be tapped to teach the classes, if no regular faculty are interested.

For summer 2012, departments are asked to increase the number of course offerings, but limit EDWs to those that have shown strong and consistent enrollments.

Other topics

The School of Education was approved to conduct 5 faculty searches this year. The Dean requests that the departments search committees work to set their timelines so that all applicant materials are received no later than January 1st, and interviews can begin in early February.

NASP submission: Dr. Tuleya-Payne was congratulated for the early submission of the NASP report.

Sept. 20: Join us as we celebrate the continued strong achievements by SoE Faculty members at the Faculty Accomplishments Celebration.

Sept. 26 – 30: Facebook and Twitter information for Education on Location was distributed. Chairs were asked to publicize this week long series of events to their faculty and students.

Meeting adjourned at 3:35 p.m.