

Faculty Meeting for Graduate Programs

April 15, 2010

TJM228

Minutes

Present: Cheryl Blue, Anthony Citrin, Greg Galardi, Sheri Grotrian, Liz Kearney, Bill Lambrecht, Mary Goebel-Lundholm, Ellie Kunkel, Johann Murray, Kristi Preisman, Kyle Ryan, Greg Zost, Loretta Zost, Greg Seay, Linda Staples

1. Welcome

Dr. Seay welcomed faculty to the meeting and stated that summer enrollments for graduate courses are good. There will be two new cohort classes beginning with a possibility of a third group being formed.

2. Committee Reports

a. Course introductions – sign-up sheet for April 23rd – Kevin available all day

The sign-up sheet with 30-minute time slots was distributed for faculty to sign up to meet with Kevin for the filming of course introductions. If faculty are unavailable to meet on Friday, April 23rd, please contact Kevin for a special appointment between May 10th and June 1st in order to have the video created for all summer courses.

b. Proctoring – G. Zost, chair

The committee submitted a matrix of all courses listed with recommended projects for each course. Dr. Citrin will draft a form letter to be signed by school principals. Dr. Seay thanked the committee for their work on this project.

c. How to succeed in graduate school – Citrin, Galardi, Blue, Kearney, Roberts

Dr. Citrin is working on the section of “How to succeed taking graduate courses,” and Dr. Galardi has prepared the “How to use the Library” presentation. Both will be ready to add to all summer courses.

3. Course video presentation clips and/or voice over power points

- a. ID two courses for next Fall – Citrin, Preisman, Galardi, Goebel-Lundholm
Discussion held.

4. BB code for student version

There is no code for faculty to have access to a student view of Blackboard. Faculty can see everything a student sees with the exception of the grade book. It was suggested that all faculty request to be added as a student to each of his/her courses each semester. This will assist instructors with making corrections on assignment due dates, etc.

5. Other

- a. Ten Ken Boxley Scholarships will be awarded to students enrolling in the cohort programs this summer. The deadline for applications is today; 30 applications have been received.
- b. Enhanced Excellence in Teaching awards will be presented to approximately 59 students pursuing the Master of Science in Education degree. The deadline for applications is May 1; 32 applications have been received.
- c. Two SEED Scholarships for students pursuing the Master of Science in Organizational Management degree and who begin their program of study Fall 2010 semester. The deadline for applications is June 15.
- d. Faculty are asked to check the textbook lists on the Graduate Programs home page of the web site to verify that textbooks, ISBNs, and editions are correct. Revised lists were just added to the web site recently.

Business faculty dismissed.

Faculty who teach Education graduate courses stayed for another brief meeting.

1. Education Faculty

- a. Discussion about EDUC600 and portfolio expectations with new guidelines

Educ 600 – Sociology of Education: LiveText portfolio is approved for Admission to Candidacy approval. Students need at least 60% or above to pass the portfolio assessment.

The old portfolio required artifacts for specific courses; however, now students must have artifacts for any four courses, including 500-level courses. Faculty who teach 500-level courses are asked to notify students to save their projects completed in the 500-level courses for use in their portfolio for assessment purposes.

A permanent announcement will be posted in the course shell and the Program of Study to notify all students a one-day practicum outside of the school setting where the degree-seeking candidate currently teaches is required for Educ 600.

Students must also apply for Admission to Candidacy and receive 60% on their LiveText portfolio to pass Educ 600.

b. Updated shells due dates

Future course shell updates will be required to be completed no later than 60 days prior to the course start date.

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| Fall | July 1 |
| Spring | Nov. 1 |
| Summer | April 1 |

Discussion held.

Meeting adjourned.