



**Faculty Meeting for Graduate Programs
February 11, 2011
TJM 230**

Present: Mark Beichel, Gina Bittner, Anthony Citrin, Sheri Grotrian, Christy Hutchison, Liz Kearney, Kristi Preisman, Kyle Ryan, Judy Ruskamp, Greg Seay, Linda Staples, Greg Zost, Loretta Zost

1. Welcome – Last meeting date is April 29th

The last meeting for this year will be at 11:00 a.m.

2. Course video update – Dr. Kristi Preisman

Dr. Preisman presented course videos used with her courses. She reminded faculty that a script of each presentation should be included for students who may have a hearing disability. YouTube videos can be embedded.

Dr. Seay reminded faculty that all courses are to include a video introduction.

If faculty need a camera, please notify Linda Staples.

3. How to succeed in graduate school

The PowerPoint presentation has been included on the Graduate Programs web site. Voice-over will follow at a later date.

4. Program reviews –

MSOM – Has been sent to Professional Study faculty

MSED - Should be sent to Education faculty next week

Both Program Reviews will be sent out to alumni, students and constituents for feedback. Both will be completed by Feb. 28th –

5. MSED – Conceptual Framework review to be done by the School of Education

Drs. Kearney and Preisman are working on the framework and when approved by the School of Education, the revised version will be sent to faculty with the standards.

6. Summer teaching requests

Dr. Seay asked faculty to email him with choices for summer teaching.

7. Updated shells due dates:

Fall	July 1
Spring	Nov. 1
Summer	April 1

Keep this in mind:

Textbook: Please double check ISBN and edition information on graduate web page
Summer and fall coming up – we will send out

Syllabi: Need all syllabi sent to Jessica Stanley ASAP

Meeting adjourned.