

**DEPARTMENT OF EDUCATIONAL STUDIES
FACULTY MEETING MINUTES
October 9, 2003
10:00 AM -- STEW 204**

Present: James Auter, Brian French, Richard Frisbie, Marilyn Hirth, Kevin Kelly, Charles Kline, Anne Knupfer, Karl Kwan, Dong-gwi Lee, Lyle Lloyd, Susan Maller, Youli Mantzicopoulos, William McInerney, Sidney Moon, Helen Patrick, Jean Peterson, Carole Pistole, A.G. Rud, Heather Servaty-Seib, Sarah Templin, Andrea Trice, Sydney Zentall

Guests: Linda Austin, Eric Calvert, Jane Ann Dimmitt, T. J. Oakes, Wu

Excused Absences: Judith Gappa, Teresa Taber, and Deb Taub

Kevin Kelly called the meeting to order at 10:00 a.m. in STEW 204.

1. Minutes of the April 17, 2003 meeting were approved as submitted.

New Business

2. Curriculum And Graduate Committee

- A. Professor Kline introduced the new course proposal *EDPS 6XX Advanced Multicultural Counseling Practicum*. Professor Kline moved approval; Professor Pistole seconded the motion, which was seconded and approved.
- B. Professor Kline introduced the new course proposal *EDFA 693 Internship in Higher Education*. Professor McInerney moved approval; Professor Auter seconded the motion, which was seconded and approved.
- C. Professor Kline announced that the Graduate School is changing fellowship allocations. The number of fellowships that we receive as a School and as a Department will depend on the number of our graduates.
- D. The Curriculum and Graduate Committee is conducting a review of student review procedures. The Committee will be making recommendations for a basic departmental review procedure. The Committee is also developing a policy and procedures for allocating teaching assistantships.

3. Reports

- A. **Graduate Office.** Professor Moon, reporting for Patty Mason, stated that the Graduate Office is working on the recruitment database. The Graduate Office is also going to be distributing a new version of the *Handbook* that has been produced in consultation with Purdue Marketing Communications.
- B. **OPPL.** No information to add to the report to the 10/3/03 School of Education meeting.
- C. **Office of Field Experience.** Linda Austin reported that OFE is working on placements for the Spring, 2004 semester. She also reported that Catholic schools are now requiring criminal history checks for students in field experience and student teaching placement. Linda and Professor McInerney are consulting with a Purdue University attorney to develop a uniform procedure for conducting criminal history checks for all students.
- D. **Office of Advising and Recruiting.** Jane Ann Dimitt reported that her office is ready to register students for Spring semester classes beginning October 13, 2003.

- E. **GO-EDS.** Eric Calvert reported that GO-EDS had their first meeting for this year and elected new officers: President - Eric Calvert, Vice President - Deitra Kuester, Secretary - Justin McHorse, Treasurer - Ryan Oetting, Graduate Student Government Senator - Netti Summer, Curriculum and Graduate Committee Representative - Jenelle Fitch. Dr. Peterson will be their faculty advisor. GO-EDS had their first social two weeks ago; it was well attended. Officers met last week to make plans for this semester. Next GO-EDS meeting is October 29 at 12:00 noon.
- F. **Department Head.** Professor Kelly reported on five issues:
- i. The search for the new strategic faculty hire will be chaired by Sidney Moon. Questions were raised regarding the wording of the position description. Professor Kelly indicated that he would consider the feedback before publicizing the position.
 - ii. All faculty members were encouraged to attend the Discovery Learning Center Forum on Wednesday, November 5, 2003 from 2:30-4:30 p.m. in STEW 314.
 - iii. There will be an incentive program to encourage faculty members to submit external grant proposals. A memo describing the incentive program will be forthcoming.
 - iv. Nancy Vestal will be on maternity leave through December. Laura Wright will be filling in for Nancy; she will be splitting her time between Nancy's office in the mornings and her job as Purdue Counseling and Guidance Center secretary in the afternoons.
 - v. Faculty were encouraged to write 1-2 page summary of their expertise, particularly as it applies to potential to collaborate with others on campus related to the themes of Diversity, Accountability, and Engagement. This statement should be forward to Associate Dean Lesh.
4. **Revised Faculty Assessment Timeline and Procedures.** The following procedures will be implemented during the 2003-04 academic year.
- A. The following assessment timetable will be followed:
 - i. December – Assistant, associate, and clinical professors submit Form 100 and documentation of professional accomplishments. The due date will be Monday, December 22, 2003. There were requests to change the December due date; this issue will be taken to the Primary Committee for review.
 - ii. Early March – Primary Committee meets to conduct annual review of assistant, associate, and clinical professors and to make nominations for promotion.
 - iii. March-April – Feedback meetings will be conducted.
 - iv. It is possible that a faculty member can make significant progress toward promotion following the March review. Therefore, the Head or any Primary Committee member has the option of calling a Primary Committee meeting in September to consider nominating such faculty members for promotion. (Associate professors have the option of self-nomination following the Spring Primary Committee meeting.)
 - B. Documentation. Assistant, associate, and clinical professors are now responsible for submitting an updated promotion document with the Form 100. This document will take the place of the updated vita that was submitted in the previous review procedure. Instructions for completing the promotion document were distributed and reviewed.

5. Announcements

- A. Professor Kline stated that one of the themes of the Graduate School this year is mentoring. Accordingly, *On the Right Track: A Manual for Research Mentors* has been purchased and will be distributed to each faculty member.
- B. Professor Kline also announced an initiative to collect and send books to Afghanistan for use in the Kabul University and Education University libraries. Further details will be forthcoming.
- C. Professor Knupfer announced that Professor Christine Mayer from the University of Hamburg will be delivering a lecture on *Genesis and Formation of a Vocational Education for Girls in the Second Half of the 19th Century in Germany*. Faculty, students, and guests are invited.

The meeting adjourned at 12:00 noon.