DLS Faculty Meeting Minutes
March 13, 2012
1:30-3:30

Present: Elaine Yontz, Kaye Dotson, Barbara Marson, Al Jones, Jami Jones, John Harer, Gail Munde, Larry Boyer, and Patrick Valentine (via Skype)

Absent: Ruth Clark

Harer called the meeting to order and distributed a revised meeting agenda, a report of available DLS account balances, a floor plan of the Ragsdale Building, and an itemized list of suggested departmental purchases.

The faculty saluted and thanked Jami Jones, Barbara Marson, and Kaye Dotson for completing and filing the program’s report to the National Council for Accreditation of Teacher Education (NCATE).

Minutes of the meeting of February 14 were approved, and the agenda was approved. It was noted that the next DLS Planning meeting is scheduled for Tuesday, March 27 at 1:30 in Umstead 125. The subject of the meeting will be COA Standard IV. Students and topics for discussion will include recruiting, advising and admissions.

Harer made the following announcements:

1. Faculty will participate in required Active Shooter training. An officer from ECU PD will make a one-hour presentation at the next faculty meeting scheduled for Tuesday, April 10.

2. May 7-11 the DLS offices will be moved to the Ragsdale Building and occupy offices on the first and second floor as indicated in the floor plan. Harer reported that faculty could keep their current office furniture, or request new furniture, but must decide this as a group. As a group, the decision was to leave the current furniture and request new furniture for all offices. Those who have specific pieces of furniture they would like to take to Ragsdale, they should notify Harer. Packing boxes will be provided.

3. The preferred date for a Curriculum Committee workshop will be in May, between the close of the spring semester and the start of the summer term. A date and place will be announced later.

4. As interim chair, Harer is no longer eligible to serve on the Promotion and Tenure Committee. Harer will schedule meetings with individual faculty members.

5. Al Jones announced that the revised COE Unit Code of Operations had been completed after suggestions from the Faculty Senate Unit Code Screening Committee. Tenured faculty may vote on the Code changes beginning March 22.

6. Harer noted that the ECU Board of Trustees had approved revisions of the Faculty Manual, Appendix C. The revisions addressed faculty evaluation through the inclusion
of an ethics statement and a peer review instrument specifically tailored to online courses.

Harer collected and presented a list of faculty suggestions for spending down budget allocations, which included travel, web design services, digital signage (flat-screen video display), office equipment, iPads, books, small gifts and give-aways for recruiting, software, and office supplies. Faculty may request any/all items by writing Harer no later than April 1. If publications are required, faculty should provide a complete list of titles. Jami Jones asked a question about whether travel could be approved after the initial call from the Dean’s office in the fall. Harer responded that he would clarify travel permissions and restrictions with the Dean and report his findings at a later time.

Patrick Valentine will be hosting a DLS road show at the Asheville Public Library from 10:30-1:00 on Saturday, April 21. Harer will send Valentine print materials to distribute to attendees.

Barbara Marson will be hosting a DLS road show at the Elizabeth City Public Library from 10:00-12:00 on Saturday, March 31.

Faculty indicated their wish to continue holding a reception for new graduates and their families before or after the COE Graduate Recognition Ceremony. This year’s ceremony is Friday, May 4 at 8:00pm.

Marson provided an update on TaskStream progress, and expects to have secured a code for the MLS in TaskStream by next week. The code allows students to initiate portfolio accounts.

Harer announced that a conference call had been arranged with Karen O’Brien at ALA-COA for March 20. The call will include Harer, Yontz, and Dean Patriarca, and the purpose is to determine the meaning of “autonomy” with regard to a library education program within a department.

The meeting adjourned at 3:30.