Minutes of the Faculty Planning Meeting

November 26, 2012 1:30 pm

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

Harer distributed notes from his November 1, 2012 telephone conversation with Linda Lillard and Karen O’Brien in which they provided feedback on the Plan for Program Presentation, submitted October 15, 2012. Harer had distributed these notes earlier via email, but provided them in hard copy as a reference during the meeting. He also provided notes from emails of November 20, 2012 from Lillard and O’Brien clarifying the approach to writing the full Program Presentation. These emails had been forwarded earlier to the faculty, but were provided in hard copy as a reference during the meeting.

Harer asked if all faculty were clear on the exact nature of the writing requirements for Standards, and if there were any questions. Munde noted that she believe she understood the relationship between the candidacy application and the Program Presentation in that the Program Presentation would be best approached from scratch; that is, not using the same narrative and simply updating data and information contained in the candidacy application. Specific examples were discussed, e.g., in Standard II, many changes had been made at the course level in response to student input on the 2011 student curriculum survey, comments from the Advisory Board on the survey report, and decided by the faculty at the curriculum workshop held May 9, 2012, which included student representation; in Standard III, information on faculty accomplishments would need to be updated and Dotson was in the process of doing this; and in Standard IV, the new Library Science Advising Center was nearing completion.

Marson had distributed earlier by email a list of activities relevant to Standard IV, and noted that Standard IV.5 The school provides an environment that fosters student participation in the definition and determination of the total learning experience. Students are provided with opportunities to form student organizations and to participate in the formulation, modification, and implementation of policies affecting academic and student affairs might be the most challenging in terms of provision in an online environment. Creating a Facebook site for program students, alumni and faculty will require further investigation to determine University policies and procedures regarding the sponsorship and use of social media.

Harer distributed copies of several pages from Standard IV of Catholic University’s Program Presentation as an example of writing style and format. J. Jones noted that a complete listing of items of evidence and their locations was provided at the end, with only minor explanation or location information provided in the narrative text. All agreed that it would be useful to provide the specific information in the text, when possible, and/or hotlink to the complete evidence document when available. This would make the document easier to read and use by avoiding the necessity of paging through online text, or flipping through print pages. We would also want to provide a complete listing of items of evidence and their locations at the end of each Standard, just as in the Catholic University Program Presentation.
In regard to Standard IV, faculty are reminded to save selected examples of student work, and these examples should be uploaded to the Blackboard site designed for ERP use. Harer reminded faculty that draft Standards should be completed no later than March, 2013.

Harer asked all faculty to send him a list of changes made to courses, and the impetus for each change, e.g., SOIS comments, student curriculum survey, Advisory Board input, decisions made during curriculum workshop of May 9, 2012, SACS course review reports, etc. These changes would be reported in Standard II.

J. Jones asked how ERP members would meet with groups of students during the site visit. Suggestions were to invite students to campus, and to connect remote students via Skype or Centra. These meetings would have to be scheduled in advance of the site visit, as would meetings with the Chancellor, Provost, and Dean. Yontz noted that it is not too early to get on the Chancellor’s, Provost’s and Dean’s calendars. Harer agreed to consult with Lillard to determine the days/times best suited to the site visit schedule.

In other matters:

- A reception for MLS program graduates and their families will be held on December 14, 2:00-4:00 in Joyner 2409. Sua is collecting rsvps and arranging for catering with Aramark.

- Faculty will meet on December 10 for lunch at a place to be determined. J. Jones will check on the possibility of Ironwood Country Club. Each faculty member should be two or three new books, which will be donated to the Little Willie Center in Greenville. These books represent the faculty’s participation in the ALA Student Chapter book drive.

- Jones, who sits on the COE Code Committee, responded to a question about why recommended changes to Unit Code were not represented as mark-up to the existing Unit Code. Jones noted that because of changes to the ECU Faculty Manual, units had been asked to present revisions using a template provided by ECU Faculty Senate. A list of specific changes will be presented to COE faculty as a separate document prior to a COE faculty discussion meeting to be held November 29 and formal voting. He reminded faculty that voting would take place during a special called meeting of the COE faculty on December 6 at 4:00pm in Mendenhall room 244.

The meeting concluded at 3:15.