COE Faculty & Staff Meeting Minutes
Friday, August 21, 2015
Speight 129 & 130

(Note: These minutes are accompanied by the PowerPoint presentation from the meeting.)

The meeting came to order at 10:35 a.m.

I. Welcome Back!
Dr. Grant Hayes, the new Dean of the College of Education, introduced himself and began the meeting by welcoming everyone back for the 2015-2016 academic year. He is very hopeful and excited about the year ahead as we advance the mission of the institution and the college.

II. Introductions:
- Personnel Changes
  Dr. Hayes introduced the new department chair for IDP, Dr. Scott Glass, and the new interim department chair for MSITE, Dr. Abbie Brown.
- New Personnel
  Office of the Dean:
  - Dr. Marty Robinson - Dr. Hayes introduced and recognized Dr. Robinson, who is a new Post-doc to work with the college in the area of research. Feel free to contact her with any project needs you may have.
  - Ms. Terah Archie - Dr. Hayes introduced and recognized Ms. Archie as the new University Program Associate to work in the Office of Community Relations, Development, and Outreach. Monday, August 24th, will be her official first day.
  - Mr. Melvin Lee - Dr. Mott introduced Mr. Lee who is working as a Program Coordinator with Dr. Betty Beacham and Project LINK. His office is located on Charles Street in front of the practice fields in Building 123.
  - Ms. Jo Melnyk - Dr. Mott introduced and recognized Ms. Melnyk as the new Administrative Support Associate working with her in the Dean's office. Ms. Melnyk has updated the display cases outside of the Dean's suite.
  - Ms. Amanda Lovett - Dr. Zambone introduced Ms. Lovett as the new Grants Specialist working in the Grants office. Ms. Lovett was unable to be recognized as she was in training this morning.

Elementary Education & Middles Grades Education: Dr. Ann Bullock, Chair
- Dr. Jessica Chittum - Dr. Chittum is a new Assistant Professor in Elementary Education and is joining us from Virginia Tech.
- Dr. Christine Joseph - Dr. Joseph is a new Assistant Professor in Elementary Education and is from the University of South Florida.
- Dr. Bullock also announced that Dr. Shari Steadman will be working with the MAT this year and will serve as the Director of the MAT Program (shared with LEHE).

Educational Leadership: Dr. Art Rouse, Chair
- Dr. Karen Jones - Dr. Jones as a new Assistant Professor and comes to us from Austin, Texas.

Mathematics, Science, & Instructional Technology Education: Dr. Abbie Brown, Interim Chair
- Ms. Leigh Belford - Ms. Belford is joining us as a Teaching Instructor in Math Education.
o Dr. Daniel Dickerson – Dr. Dickerson is joining us as an Associate Professor in Science Education and is part of the science collaborative. He is from Old Dominion University.
o Dr. Tammy Lee – Dr. Lee has been with the department for a while but is now joining the department as an Assistant Professor in Science Education

Office of Assessment & Accreditation: Dr. Diana Lys, Director
o Ms. Holly Fales – Ms. Fales is joining the office as an Instructional Technology Consultant. She comes to us from the medical side of campus and is a 2-time graduate of our BITE area.

Office of Teacher Education: Dr. Vivian Covington, Executive Director
o Dr. Nicole Smith – Dr. Smith is the Lead Instructional Consultant in the Office of Teacher Education and comes to us from Pitt County Schools. She is replacing Susan Morgan and will begin work on September 1st.
o Ms. Christy Sutton – Ms. Sutton is an Instructional Consultant who began with us mid-year and is in the Office of Clinical Experiences and Alternative Licensure.
o Ms. Julia Lynch – Ms. Lynch is a new Instructional Consultant and will also be joining the Office of Clinical Experiences and Alternative Licensure.
o Ms. Catrina Davis – Ms. Davis has been with our college for a long time through the Career Center but is now officially with the COE as an Instructional Consultant in the Office of Professional Development & Student Outreach.

III. Congratulations: Tenure and Promotions in the College
Dr. Mott announced and recognized the following individuals for their accomplishments:
- Promotion to Professor:
  o Dr. Elizabeth Hodge - Interdisciplinary Professions
- Promotion to Associate Professor with Tenure:
  o Dr. Sharilyn Steadman - Literacy Studies, English Education & History Education
  o Dr. Ken Luterbach - Mathematics, Science, and Instructional Technology Education

IV. Key Awards: College, Faculty, and Staff
Dr. Mott announced and recognized the following individuals for their accomplishments
- UNC Board of Governors Distinguished Professor for Teaching Award
  Dr. Caitlin Ryan – Literacy Studies, English Education & History Education
- ECU Scholar-Teacher Award
  Dr. William Sugar - Mathematics, Science, and Instructional Technology Education
- Max Ray Joyner Award for Faculty Service through Distance Education
  Dr. William Sugar - Mathematics, Science, and Instructional Technology Education
- Faculty Advisor of the Year Award
  Dr. Ron Preston - Mathematics, Science, and Instructional Technology Education
Dr. Ellen Dobson announced and recognized the following individuals as Treasured Pirates:
- Area of Effective Leadership: Dr. Laura Bilbro-Berry (OTE)
- Area of Outstanding Delivery of Service: Dr. Rhea Miles (MSITE), Ms. Gayle McLawhorn (SEFR), Ms. Michelle Smith (Dean’s Office), Ms. Joy Carraway (MSITE)
- Area of Enhancing Employee Morale: Ms. Carolee Everett (OTE)
- Area of Cost Effectiveness: Ms. Lugenie Williams (Dean’s Office)

V. Remarks from Dean, Associate Deans, and Directors:
- Dean of the College of Education
Dr. Hayes began his remarks by discussing the future which includes looking at the past and the present. As a college, where should we place our focus? It is imperative that we distinguish our programs from our competitors. We need to recognize that our students have other choices. What can they get at ECU that they cannot get elsewhere? What does the ECU COE want to be known for? ECU supplies over 20% of educators in North Carolina. There will be a shortage of 11,000 teachers in North Carolina next year, and UNC-GA is looking to us for assistance in filling this need. Our next steps and focus need to be on strengthening the quality and reputation of our academic programs, increasing levels of partnerships, and increasing collaboration and external support for research activity. These three steps will help us excel in the areas of impact, performance and visibility. As we move forward, look toward the future, build on the success of the college, our focus should be on impact, performance, and visibility. We are doing some amazing things, and our impact is great in the community, state and beyond. We have a story to tell, and we need to decide on the message and who needs to hear it.

- During Year 1, the Dean announced that he wants to schedule meetings with everyone in groups and individually to develop impact statements and come up with longitudinal data plans.
- In Year 2 the statements will be refined and a plan of clear metrics developed.
- In Year 3 we will analyze the data and develop program impact reports. Once the data plan is developed, we are going to do it every year.

In discussing the impact statements, the parameters and guiding principles were outlined. The vision of this college must be shaped together as we move forward.

- Interim Associate Dean for Research, Funded Projects and Scholarly Activity
  Dr. Alana Zambone began her remarks by announcing that the Grant Center is located in 102 Speight next to the elevator. They are co-sponsoring with the College of Arts & Sciences and the College of Engineering & Technology a series of research grant writing workshops to be held in Mendenhall Great Room 1. Session 1 is focused on Writing Successful Grants (Sept. 22nd, 8:30-11:30 a.m.). Session 2 is focused on Grants in Humanities and Social Sciences (Sept. 22nd, 1:30-4:30 p.m.). Session 3 is focused on Writing Research Proposals to the US Dept. of Education (Sept. 23rd, 8:30-11:30 a.m.). Seating is limited so sign up now.

There was a research and grants retreat held for the first time ever for Deans, Associate Deans and some chairs focusing on seeking external funding for research grants, particularly those that will generate full Facilities & Administration (F&A). Also they are highly supportive of cross-college and cross-department grants.

Dr. Zambone continued by looking at our grant portfolio with the greatest percentage of our grants being federal grants followed by state grants, start-ups and then foundation. Seven grants were submitted this summer—2 from MSITE, 1 from IDP (together with HHP), 1 from LEED, 2 from SEFR (one in conjunction with AA), and 1 from ELMID.

- Interim Associate Dean for Graduate Studies and Faculty Development
  Dr. Vivian Mott began her remarks by giving an overview of the activities and programs that follow under her office. Faculty development sessions are scheduled during a two-year cycle. Various topics for these sessions will be announced and distributed to the college for you to sign up and participate. A needs assessment will be coming out later this year for
your input on how these sessions may be improved and what topics you would like to see addressed and discussed. The Graduate Studies portion of her office deals with faculty credentialing; curriculum support; application for graduate level teaching status; and graduate studies retention, recruitment and advising with the help of Dr. Terry Atkinson. We are hosting a Program Coordinators Workshop in the Green Room at the Croatan on September 10th, 11:00 am - 2:00 pm. Place it on your calendar if you would like to attend.

- Executive Director of Teacher Education
  Dr. Vivian Covington shared a chart created by Kimberly Nicholson for those interested in the procedures, meetings and timelines for the undergraduate and graduate curriculum packages. Dr. Mott serves as the graduate curriculum liaison, and Dr. Covington serves as the undergraduate curriculum liaison for the COE.

UNC General Administration has set targets for initial teacher licensure programs (see PowerPoint slides) for the next five years (2015-2020). This includes the five colleges across campus with teacher candidates. We have overall targets and specific targets. Dr. Covington went on to share the teacher recruitment targets (actual and proposed) for education undergraduates, MAT graduates, and alternative licensure completers. The only group of students that are pure freshmen undergraduates that we can affect in this 5-year cycle is the 2019-2020 group of students. Our goal is to not decline as much as anyone else and keep our market share at 20% production for the state. Our biggest area of growth is to look at increases in the MAT, try to increase MAT graduates (with the caveat of the reinstitution of increased pay for master's degree), and alternative licensure—greatest potential for growth. We need to use multiple pipelines to meet these goals. Dr. Covington closed her remarks with our focus for recruitment and retention for 2015-2016.

- Director of Assessment and Accreditation
  Dr. Diana Lys began her remarks by announcing that their office has moved to 119 Speight and other offices located at that end of the hall. Dr. Lys gave a brief overview of the responsibilities of her office. The COE Strategic Plan was approved in May. The Assessment Review Committee (ARC) started as an ad hoc committee and is no longer needed, so it will now be dissolved. OAA provides Professional Development offerings for the COE. These will be distributed electronically to everyone this afternoon. There will be a new design to our website. SharePoint has been updated. Please take a look and give it a try. The COE Help Desk is available for your data requests, instructional technology support, and creative service needs. News and highlights from OAA will be sent to all faculty and staff following today’s meeting.

VI. Announcements:
- Recruitment Events for Fall 2015 (see PowerPoint)
  Ms. Catrina Davis shared the undergraduate recruitment events planned for this fall. Please contact Catrina if you would like to sign up and assist with any of these events.

  Dr. Terry Atkinson shared the graduate recruitment events planned for September and October. If you have any additional suggestions for college-wide graduate recruiting events, please contact Terry Atkinson, Vivian Mott or your GRRAM representative.

  Dr. Atkinson also announced that they are reaching out to those students who have applied to our graduate programs but have not completed the process. Paul Gemperline and Heidi
Puckett will be at the Program Coordinators Workshop on September 10th and will share an update on replacing Recruiter with Hobson's Radius.

- **Budget Update**
  Dr. Hayes presented a snapshot of our budget for the 2015-2016 year. Sherrie Rogers explained the accreditation funds that we receive each year for expenses involved with accreditation and reallocation funds that have been given to us ($150,000 each year for the next 3 years for a total of $450,000). The Chancellor and the Provost are still committed to the building of a new building but until then, we have been given these funds to upgrade the Speight Building. Sherrie shared that the COE received a permanent budget cut of $612,718 and a one-time cut from operating dollars of $340,571 at the end of the 2014-2015 fiscal year. That one-time cut was given back to us in this year's budget. We have been told to prepare for a 1-2% budget cut for this fiscal year which will be $180,000-$360,000. We will not know until after the state budget is approved.

- We have been given permission to hire a Director of Community Relations, Development and Outreach. This ties into the “Impact, Performance, and Visibility” to help highlight the work we are doing and to showcase our college.

- The next COE Faculty and Staff Meeting will be held on Friday, October 30th, 9:00-10:30 a.m. The location will be announced at a later time.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

[Signature]

LuAnn S. Sullivan
Executive Assistant to the Dean