

College of Education Steering Committee
August 29, 2012 Meeting Minutes

Attendance: Allison Anders, Jim Carper, Panayiotij Doutsis, Kellah Edens, Tandra Jackson, Mike Kelley, Eva Monsma, Doyle Stevick, Stephen Thompson

Meeting called to order at 1:15

Items

I. Review of Responsibilities and Authority

- a. Committee Chair reviewed responsibilities and authority of Steering Committee, Faculty Chair, Faculty Chair Elect, Committee Chair people, Standing Committees
- b. Committee discussed existing committees, focusing on the extent to which revision of committee structures and functions may be warranted.

II. Agendas for Standing Committees

- a. Committee Chair requested that all Committee Chairs send Lynda Tilley 1) meeting dates/times and 2) committee secretary name. Also Committees are being asked to submit draft committee meeting minutes to Lynda Tilley within 5 business days of meeting.
- b. Chair requested that each committee examine list of potential Ad Hoc committees to determine if any of the issues presented to Steering by faculty could be addressed within existing committee structures.
- c. Chair requested that standing committees discuss if student representation is needed by individual committees. This item was referred to the Student Affairs Committee **(Who should communicate this information?)**.
- d. Committee discussed proposed by-law change that would allow chair of each standing committee to 1) decide if student representation is warranted on a given committee and 2) determine process for determining student representation and role. **Did we take any action on this item?**

III. Faculty Motions

- a. Committee discussed item from Dr. Kelehear
 - i. Chair will invite Dr. Kelehear to attend next Steering Meeting to present issue and discuss with committee **(Doyle Stevick?)**

Other Items

- a. Committee discussed how to 1) more effectively communicate with Dean and 2) play a more active role in determining issues to be addressed by Steering Committee.
- b. Committee discussed exploring course release/compensation for Steering Committee Chair.

- c. Committee discussed Provost's Dashboard indicators of program progress/productivity. Committee asked **Stephen Thompson** to obtain indicators document and bring to next Steering Committee meeting.

Future agenda item:

- a. University procedures/policies for determining and compensating COE Steering Committee chair.
- b. Determine conditions under which Ad Hoc committees are formed, responsibilities of committees, etc.
- c. Prioritization of potential Ad Hoc committees, creating system to enhance faculty opt-in/participation in meaningful Ad Hoc committee activity. **(I know we discussed a system by which Doyle would send our prioritized list of items to faculty and seek their willingness to handle through Ad Hoc committees, but did we decide that this was what we were going to do?)**

Meeting adjourned at 2:15

Minutes respectfully submitted by Stephen Thompson