

ELC Minutes

December 7, 2017 | 9:30 a.m.

Members Present: Dr. Lisa Zagumny, Dr. Julie Baker, Dr. Amy Brown, Ms. Nikki Christen, Dr. Christy Killman, Dr. David Larimore, Dr. Barry Stein, Dr. Jeremy Wendt

Others Present: Ms. Geri Anna Alcorn, Ms. Kathy Faulkner, Ms. Elizabeth Honeycutt, Ms. Alisha Looper, Ms. Connie Nichols

Guest Presenter – Alisha Looper, Financial Associate

Specialized Academic Course Fees

- ❖ Main takeaways:
 - Alisha passed out two handouts: (1) Request for Revision in Budget Form and (2) estimated SACFs vs. actual SACFs; both can be accessed in SharePoint.
 - Dr. Zagumny read off a list of ways SACF money can be spent. Alisha will follow up with an email to administrative associates listing SACF guidelines.
 - Dr. Zagumny and Dr. Baker announced that the College may not purchase technology for departments or provide money for faculty travel next semester.
 - Dr. Zagumny advised that food should not be purchased using SACF funds.

Business

Program of Study/ Catalog Change – Instructional Leadership M.A. & Ed.S. (C&I)

- Dr. Wendt made a motion to
 - **Remove** INSL 6540 and INSL 6550; **add** INSL 7010, INSL 7400, FOED 6920, FOED 6980, and CUED 6900 (Instructional Leadership M.A.)
 - **Remove** INSL 7540 and INSL 7550; **add** INSL 7010, INSL 7400, FOED 6920, FOED 6980, CUED 7910 (Instructional Leadership Ed.S.)
 - Effective date – Fall 2018
- Dr. Baker seconded.
- Dr. Zagumny called a vote.
- All in favor; motion passed.

Discussion

- IT Student Workers
 - Dr. Wendt announced that funding for IT student workers may be changing. The main way this could affect COEd is if Chris Benedict and Derek Wynne lose their student workers. More information to come.

- Security Training
 - Mandatory training will be coming out as a result of the recent campus-wide email security breach.
- Data and Assessment Forum
 - Tuesday, January 9 and Wednesday, January 10 from 8:00 a.m. to 4:30 p.m. in Ray Morris Hall.
 - CAEP consultant will be in attendance both days.
 - Most faculty should plan to attend. Departments should send out reminders.
 - Breakfast will be served both days; lunch will be served the first day.
- Alumni Awards
 - COEd is responsible for recognizing alumni separate from Alumni Relations this year.
 - COEd faculty and staff, students, and alumni awards will be recognized the same night.
 - COEd should push for recognition of COEd alumni for Alumni Relations awards (separate event).
- CAEP
 - Sunday, April 8, 2018 – Tuesday April 10, 2018
 - Typically occurs every 7 years.
 - Dr. Baker announced members of CAEP Site Visit Team.
 - Campus and hotel room reservations have been made.
 - All state documents must be submitted to the state by mid-February.