

## COEd Executive Leadership Council

### Minutes

December 6, 2018 | 9:30 a.m.

**Members Present:** Dr. Ashley Akenson, Mr. Daniel Allen, Dr. Julie Baker, Dr. Amy Brown, Ms. Nikki Christen, Mr. Darek Potter, Dr. Barry Stein, Dr. Jeremy Wendt, Dr. Lisa Zagumny

**Others Present:** Ms. Geri Anna Alcorn, Mr. Carlos Galindo (only present for brief introduction), Dr. Carl Owens

**Guest Introductions: Carlos Galindo** – STEM Center Director Darek Potter introduced Carlos Galindo to the committee. Carlos is the new outreach coordinator for the STEM Center. Carlos shared a few words of enthusiasm for his new position then parted from the meeting.

### Business

#### CI01. Course/catalog change: READ 6360 **ELC → TEC → GSEC**

- Dr. Wendt made a motion to add READ 6360: Literacy for Diverse Populations.
- Dr. Stein seconded.
- Discussion: None
- Dr. Zagumny called a vote.
- All in favor; motion passed.

#### CI02. Course/ catalog change: ESLP 3100, CUED 4750 (5750) **ELC → TEC → UCC → GSEC**

- Dr. Wendt made a motion to add:
  - ESLP 3100: ESL Pedagogy: Secondary Education Methodology & Materials
  - CUED 4750 (5750): Service Learning Informal STEM Education
- Dr. Baker seconded.
- Discussion:
  - GSEC may require CUED 4750 to have multiple course numbers since it may be repeated for credit. Dr. Wendt does not believe this will be an issue.
  - Neither needs to be added to Teacher Education admission requirements.
  - C&I is now adding SACF notes to the bottom of memos and encourages other academic departments to do the same.
- Dr. Zagumny called a vote.
- All in favor; motion passed.

#### CI03. Addition of SERVICE Certificate **ELC → TEC → UCC → GSEC**

- Dr. Wendt made a motion to add an undergraduate and graduate-level SERVICE Certificate.
- Dr. Baker seconded.
- Discussion:
  - Fits with strategic plan/ Tech Tomorrow.

- Dr. Zagumny called a vote.
- All in favor; motion passed.

#### **CI04. Addition of Online Teaching and Design Certificate [ELC](#) → [TEC](#) → [GSEC](#)**

- Dr. Wendt made a motion to add a graduate-level Online Teaching and Design Certificate.
- Dr. Akenson seconded.
- Discussion:
  - Will show up on transcript as a certificate.
  - Dr. Zagumny inquired about a possible undergraduate version of the certificate. Dr. Wendt responded that equivalent undergraduate courses are not currently in place.
- Dr. Zagumny called a vote.
- All in favor; motion passed.

### **Announcements**

#### Motlow partnership/ Certificate program

- Dr. Zagumny announced that Motlow State Community College is struggling to find instructors who are qualified to teach, and they have suggested we create a certificate program that allows students to complete the required 18 hours of graduate course work in a specific subject to teach at community colleges.
- A certificate in community college teaching does exist at other schools.
- It's preferred that the certificate would be available online to reach a wider range of students.
- The university would like to use existing courses to cut down on cost. Further discussion to come.

#### Office of Teacher Education personnel changes

- Precious Edmonds has accepted a position in the Dean of Students Office. Her last day with OTE is December 7, 2018.
- Ginnie Jackson has accepted a position with Overton County Schools. Her last day at TTU is TBA.

#### Graduation Celebration

- The Fall 2018 Graduation Celebration for December graduates will be held Thursday, December 13 at 3:00pm in the East Gym of the Fitness Center. Please invite graduates, advisors, and faculty to attend.

#### Course Scheduling Committee

- Dr. Baker is co-chairing committee.
- There is a large number of unique start times; trying to cut that number down substantially.
- ROTC's 6am classes and other specialized classes are exempt.
- Proposing changing the semester length from 14 weeks to 15 weeks; Fall 2019 is already locked in to 14 week schedule.
- Graduate courses will be at night.
- Ownership will most likely stay with the departments.

#### Student diversity

- State is setting goal for 22% diversity among Teacher Education students.
- If not at 22%, the program must continually show an increase in student diversity each semester.

#### Streamlining across campus

- Dr. Wendt has been working with Dr. Brandon Johnson to streamline processes across campus.
- They're looking at changing some paper forms to electronic forms if it makes the process better.

#### Finals week

- Dr. Zagumny reminded the committee that finals are required in all classes and must be held the week of finals week, not before. Dead week should still be observed the week before finals week; class may meet during finals week, but instructors should not assign new homework.

#### COEd admissions updates

- Daniel provided updates on student applications, admits, etc.
- Although the university as a whole is slightly down, COEd is still slightly up from last year.
- Committee discussed strategies to recruit more diverse students.