JOHN H. LOUNSBURY COLLEGE OF EDUCATION
GEORGIA COLLEGE & STATE UNIVERSITY

College of Education Meeting
September 11, 2026
2:00 - 4:45 pm
Kilpatrick Hall Rm 221

1. Welcome and Opening

The meeting opened with recognition of colleagues celebrating birthdays during the third quarter. The Dean thanked faculty and staff for their work since the beginning of the academic year.

The meeting began with approval of previous meeting minutes.

2. Approval of Minutes

April Minutes

- A motion was made and seconded to approve the April minutes.
- No corrections or modifications were requested.
- The motion passed by voice vote.
- The April minutes were approved as part of the official record.

August Minutes

- A motion was made and seconded to approve the August minutes.
- No discussion or corrections were requested.
- The motion passed by voice vote.
- The August minutes were approved as part of the official record.

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3. Copyright and Fair Use Presentation

Presenter: LaMonica Sanford, Assessment Librarian and College of Education Library Liaison, Russell Library

Ms. Sanford provided an overview of the **University System of Georgia (USG) Fair Use Checklist** and library resources related to copyright and fair use. She emphasized that the presentation was intended as practical guidance and library support rather than legal advice.

Key Points

- The Georgia State University copyright case involving e-reserves demonstrated that fair use cannot be determined through a rigid percentage or mathematical formula.
- Fair use must be evaluated on a **case-by-case basis**.
- The USG Fair Use Checklist is a risk-assessment and documentation tool rather than a legal guarantee.
- Faculty should complete and date a checklist when appropriate to document a good-faith effort to comply with copyright requirements.
- The four fair-use factors are:
    1. **Purpose and character of the use**
    2. **Nature of the copyrighted work**
    3. **Amount and substantiality of the portion used**
    4. **Effect on the potential market**
- Faculty should consider the factors collectively rather than simply counting favorable factors.
- Attention should be given to potential market impact.

Library Resources

Mrs. Sanford highlighted resources available through Russell Library, including:

- USG Fair Use Checklist
- USG Copyright Policy
- Library copyright and fair-use guide
- LibKey discovery tool

- Print and electronic course reserves
- Galileo
- Permalinks
- Journal and database lists
- Affordable Learning Georgia/Open Educational Resources
- Materials request form

Faculty were encouraged to **share permanent links to library resources rather than distributing copies of articles directly**. Faculty were also encouraged to submit materials request several months before a course begins when possible.

Ms. Sanford encouraged faculty to contact the library for copyright questions, resource assistance, course reserves, and materials requests.

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4. Human Resources Presentation: Leave and Time Reporting

Presenter: Amber Collins, Office of Human Resources

Ms. Collins discussed employee categories, time reporting, leave, and expectations for faculty and staff. The presentation was prompted by questions concerning appropriate reporting of time away from work and the University's policies regarding leave.

Employee Categories

- **Non-exempt staff** are expected to clock in/out and report hours worked.
- Employees classified as non-exempt are generally expected to work 40 hours per week; time not worked should be accounted for through appropriate leave.
- **Exempt staff and faculty** do not generally report regular working hours on timecards but report exception time.

Leave and Time Away

Ms. Collins emphasized:

- Employees should follow applicable USG policies when reporting time away from work.
- Faculty flexibility does not eliminate the responsibility to account appropriately for time away when work duties are not performed.

- Covering a class or arranging someone else to cover responsibilities does not necessarily eliminate the need to report on leave.
- Faculty with flexible schedules may be able to schedule appointments during natural gaps in their schedules without using leave, depending on circumstances.
- Employees should consult with their **chair and/or dean** when questions arise before going directly to HR.
- Supervisors have discretion in many situations, and communication with supervisors is encouraged.

The discussion emphasized balancing university policy with reasonable flexibility and communication.

Patterns and Accountability

The group discussed the importance of avoiding recurring patterns of unexplained absences or schedule changes. Faculty and staff are expected to maintain an appropriate workplace presence and fulfill their responsibilities.

The Dean also emphasized that College offices and suites should have appropriate coverage and presence during normal operating hours.

FMLA and Accommodations

Faculty and staff were reminded that longer-term or medically related circumstances may require consideration of:

- Family and Medical Leave Act (FMLA)
- Workplace accommodations
- Other applicable university processes

Employees were encouraged to contact HR for guidance when circumstances extend beyond ordinary short-term flexibility.

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5. Southern History of Education Society Conference (SHOEs) updates.

The faculty were informed that the **56th annual Southern History of Education Society conference** will be held in Georgia College & State University's building on **March 18–20**.

Call for Proposals

- Faculty at the host institution may submit proposals directly by email.
- Proposals should relate broadly to the **history of education**.
- Graduate students and faculty conducting historical research were encouraged to consider submitting.
- Local topics were particularly encouraged, including subjects related to:
    - Alfred Miles Barrett
    - Peabody School
    - Georgia College
    - Other local educational history topics

Dr. Bob Moulson, university historian and professor of history emeritus, is scheduled to give a keynote presentation concerning Georgia College's transition to a liberal arts college.

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6. Tenure and Promotion Policy Discussion

The faculty discussed current College of Education policies, procedures, and bylaws related to tenure and promotion.

Absentee Voting

The primary issue discussed was whether faculty members should be permitted to vote on tenure and promotion of matters when they are unable to attend the tenure and promotion meeting.

Discussion included:

- Current bylaws do not clearly address absentee voting.
- There may be contradictory language concerning votes by faculty members who are present.
- Faculty members have historically been permitted to vote when absent from professional obligations.
- Faculty members who vote in advance may not hear the discussion that takes place during the meeting.
- Some faculty felt that the discussion among colleagues provides useful context even when the formal decision should be based on submitted materials.

- Others questioned whether the discussion should influence a vote if the submitted materials are supposed to serve as the basis for the decision.

Next Steps

The group discussed research practices in other colleges at the university to determine whether the College of Education's current practice differs from campus norms.

Action: Investigate tenure and promotion of absentee-voting practices in other colleges and bring the information back to the College of Education for further discussion.

The bylaws will also need clarification/revision regardless of the final decision.

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7. Center for Teaching and Learning (CTL) Updates

The CTL provided an update on the College of Education's professional-development needs assessment.

Needs Assessment Results

Thirty faculty members responded.

Major findings included:

- Faculty showed a strong preference for **virtual professional development**.
- If professional development is held in person, faculty preferred a college-wide format.
- Early afternoon was identified as a preferred time.
- Major areas of interest included:
    - AI in the classroom
    - Supporting online course programming
    - Blackboard Ally/accessibility
    - Ethical use of AI

AI Professional Development

Faculty expressed interest in:

- Understanding appropriate classroom uses of AI

- Developing procedures for addressing suspected student use of AI
- Understanding the reliability and limitations of AI-detection tools
- Communicating expectations concerning AI use to students
- Developing consistent processes for documenting and addressing concerns
- Teaching students about the ethical use of AI

The CTL indicated that additional guidance and best practices concerning AI will be developed.

Faculty were also encouraged to use the USG AI listserv for additional information and resources.

Blackboard Ally and Accessibility

The CTL reported ongoing Blackboard Ally/accessibility workshops, including sessions on creating accessible documents.

Additional drop-in support hours are planned.

Grant Opportunities

Faculty were reminded of academic affairs grant opportunities, including:

- Faculty research/career endeavor grants of up to **$5,000**
- Community-based engaged learning grants of up to **$1,000**

The community-based engaged learning grant deadline was identified as **September 15**.

Faculty were encouraged to contact CTL representatives for assistance with applications and professional-development requests.

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8. College of Education Curriculum Committee

The Curriculum Committee reviewed procedures and deadlines for curriculum proposals.

Curriculum Proposal Process

- Proposals must first move through the appropriate **program and department**.
- Proposals must reach the College of Education Curriculum Committee by Friday **before the College of Education meeting**.

- The Curriculum Committee generally meets the following Tuesday.
- Individuals bringing proposals should be prepared to meet with the committee to answer questions and provide clarification.
- For proposals intended for implementation in **Fall 2027**, the November College of Education meeting was identified as the latest likely meeting because there is no December meeting.

The committee also discussed the implementation of the new curriculum workflow system.

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9. Curriculum Proposal: Secondary MAT Program

A proposal was presented to remove outdated references to the secondary MAT program from university catalogs.

Rationale

- The program/cohort referenced has not been offered since 2025.
- Outdated references remain in catalog materials.
- The proposal would update the catalog and remove the obsolete program language.

The proposal came forward as a recommendation from the College of Education Curriculum Committee.

Action: The proposal was approved.

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10. Curriculum Proposal: School Librarianship Concentration

A proposal was presented to formally add an **Instructional Technology Integration concentration** to the School Librarianship master's program.

Rationale

- The program has historically offered a dual-certification pathway.
- The concentration would formally recognize the instructional technology component.
- The concentration would appear on student transcripts.

- The change would reduce administrative confusion and improve advising/certification processes.
- The proposal does **not add additional credit hours**.
- Existing coursework and internship requirements remain essentially the same.

Action: The proposal was approved following discussion.

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11. Curriculum Proposal: Instructional Technology Program Modification

A program modification was presented for the certification and non-certification tracks of the instructional technology Master's program.

Proposed Changes

- Reduce total program hours from **36 to 30**.
- Modernize core and elective courses.
- Incorporate short-course formats.
- Shift elective courses to an eight-week format where appropriate.
- Improve scheduling reliability.
- Move toward a **fall-primary admission cycle**.
- Incorporate emerging topics such as AI and video editing into the regular curriculum.

The proposal was discussed in relation to comparable programs at other universities and the need to balance program rigor with scheduling flexibility and competitiveness.

The core/service course structure will remain in place, while instructional technology students will transition to the updated course pathway.

Action: The proposal was approved.

12. Makerspace Committee

The faculty discussed the need for greater faculty involvement and leadership concerning the College of Education Makerspace.

Discussion

- The Makerspace currently represents a significant portion of Ms. Monroe's responsibilities.
- Faculty expressed a need for broader faculty involvement in decisions regarding:
    - Use of the Makerspace
    - Resources
    - Programming
    - Faculty access
    - Integration into courses
- Instructional technology faculty have volunteered to participate in developing the committee.
- Representation from Teacher Education was requested.
- The committee is intended to help determine how the Makerspace can better serve College of Education faculty and candidates.

Motion

A motion was made and seconded to establish the **Makerspace as an official College of Education committee**.

Vote: The motion passed, with two opposing votes noted.

Next Steps

- Determine representation from Teacher Education.
- Faculty may volunteer, or departments may identify representatives.
- The committee is expected to meet approximately once per semester or as needed.
- The committee will work toward developing clearer structures for use and management of Makerspace.

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13. Reflection

Before the break, Dr. Mizelle reflected on September 11 and shared personal memories of being in the building during the events of 9/11. Faculty were encouraged to remember

those affected by the events and the continuing impact on students, educators, and communities.

The meeting then recessed for a **five-minute break**.

Action Items

Action Item	Responsible Party
Continue using library copyright/fair-use resources and submit materials requests in advance	Faculty
Consult chairs/deans regarding questions about leave and time away from work	Faculty
Research absentee voting practices in tenure/promotion processes across other colleges	Tenure & Promotion/College leadership
Clarify and revise tenure/promotion bylaw language concerning absentee voting	Appropriate College committee
Share faculty interests for CTL professional development	Faculty/CTL
Develop additional guidance concerning AI use and suspected AI-related academic concerns	CTL/appropriate university offices
Submit curriculum proposals according to established deadlines and workflow	Programs/Departments
Identify Teacher Education representation for the Makerspace Committee	Teacher Education
Establish and develop the new Makerspace Committee	Makerspace Committee

Closing Remarks

Meeting Adjournment