

Department of Professional Learning and Innovation
Department Meeting

November 9, 2018

3:30-4:45

Kilpatrick 226

Minutes

In attendance: Carol Christy, Paulette Cross, JW Good, Chris Greer, Diane Gregg, Jane Hinson, Yeprem Mehranian, Marcia Peck, Cheryl Reynolds, Linda Bradley

Regrets: Barbara Roquemore – Professional Leave

Department Chair Update

Dean Peters visited the meeting to provide an update regarding the PL&I Department Chair Position and answer related questions.

Welcome & Celebrations Positive, Productive, and Professional updates

Two Curriculum and Instruction M.Ed. students passed the GACE.

There are 80 individuals who attended and have been involved in our Africana studies.

An Educational Leadership student has documented and shared that the most important insights about leadership were learned in programs at Georgia College.

Wednesday the 14th will be Ruby Griffin's Birthday lunch at noon. Please join if you can.

Program & Service Updates with Potential Actionable Task List

We reviewed spring schedules and started discussions for Summer and Fall 2019

Summer 2019 – Faculty Preferences, Program Needs, Service Needs, Additional Goals

Fall 2019 – Faculty Preferences, Program Needs, Service Needs, Additional Goals

Balancing the service needs with program needs is particularly challenging. As there are requests for changes in courses that are service in nature, we will work with program faculty to move the changes through governance.

Program Updates based on Recent Smart Reports and Continuous Improvement

Coordinators reported that the SMART report is a useful project, especially when working with a brand new program from the ground up. We are able to see where to change a rubric or make curricular changes.

Dr. Gregg mentioned the benefits of the clean start in reporting with Taskstream.

Dr. Good identified faculty pairing in Tier I and Tier II as particularly helpful.

Service Course Updates (There are requests to balance with Teacher Education in scheduling.

For example, it is helpful to have undergraduate courses meet 2-3 hours one day each week rather than shorter periods two days a week.

In addition, we are moving to a service course change in reading from EDRD 5210 – The Teaching of Reading to EDRD 6150 – Literature, Reading, and Writing in Content Fields

Information Items & Reminders (10 minutes)

- Budget update on Professional Development funds. Every faculty member has been allotted \$2000 for the fiscal year ending June 30, 2019. If you are approaching this amount or have gone over, Ms. Monroe will let you know.

- We have an estimated travel expense spreadsheet (sample and blank copy) that you can use for each trip you are planning to help us keep a sense of where we are in the budget.
- If you are expensing a membership as part of your professional development funds, these CANNOT be reimbursed. You have to request payment using the Membership Form <https://intranet.gcsu.edu/faculty-and-staff-forms/accounting> or <https://frontpage.gcsu.edu/announcement/reminder-new-form-be-used-memberships>
- We are working with Dr. Williams in Teacher Education and the Center for Teaching and Learning to design an online orientation for adjunct faculty members. Please keep us posted if there are links or information that you would like to see included. We would like to offer options for WebEx and/or in person sessions as well.
- There are opportunities for professional learning communities related to effective online teaching and learning in the COE. Do you have interest in participation?
- Please maintain updates in Digital Measures at the end of each semester or as you complete events. This tracking of your activities and accomplishments makes a huge positive difference in sharing the outstanding work you do.

Follow up for Meetings (10 minutes)

There are pros and cons to the department meeting schedule on COE meeting days. It does make for a very long day with a great deal of information. However the consensus is that one full day of meetings is preferable to a division requiring a separate Friday. Questions of potential times for the meeting were explored, including around 12 or 12:20. However, due to commitments across campus in many capacities, the best “protected” time for the group as a whole is during common meeting time following the COE meeting.

A December 14th End of Semester Celebration 12:00-1:30 will be at Linda Bradley’s home.

Draft Dates based on Georgia College Governance Calendar

PL&I Department Meetings

January 18th - 3:30-4:15

February 22nd 2:00-3:15

March 8th 3:30-4:45

April 5th 3:30-4:45

May 10th End of Semester Celebration 12:00-1:30

COE Meetings

January 18th - 2:00-3:15

February 22nd – 3:30-4:45

March 8th – 2:00-3:15

April 5th – 2:00-3:15

Potential Professional Learning/Program (Official University Department Meeting Slot)

January 25th – 2:00-3:15

March 15th – 2:00-3:15

April 12th – 2:00-3:15

May 3rd – 2:00-3:15

Name **Amount**

Estimated Travel Expenses

Purpose of the Travel

Destination Location

Registration

Mileage

Airline Tickets

Lodging

Meals

Parking

Other: *Describe*

\$ -

Name Flat Stanley

Estimated Travel Expenses

Purpose of the Travel Academic Conference

Destination Location Houston Texas

Dates February 6-8, 2019

	Amount
Registration	\$ 575.00
Mileage (.545)	\$ 111.18
Airline Tickets	\$ 146.00
Lodging	\$ 400.00
Meals	\$ 82.00
Parking	\$ 20.00
Other: Airport-hotel transportation round trip	\$ 100.00

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