Welcome, Announcements, and Comments

1. Welcome –
   a. Our newest faculty member, Tim Reagan, to the Literacy, Language, and Culture program.
   b. New interim Dean, Mary Gresham. Her priority at this time is CAEP and taking us through the accreditation process. Please remember that if you have any concerns or issues, please bring them to the attention of the School’s Director who will take them to the Dean. If you have sent an email to the Director and you have not received a response in a while, don’t hesitate to send another.

2. Asli Sezen-Barrie received a grant from NSF in a partnership with the Education Development Center.

3. Faculty/Staff Database – Our School was the best at entering data into the faculty/staff database. When adding details about a conference presentation, you need to add the exact citation, and whether it was a national or international event.

4. Brag Sheet (see Attachment A) – This is the Dean’s idea on gathering information about the faculty in the College. To some extent this duplicates the Faculty Database, but the issue is that the database is not regularly updated in a timely manner. We are asking for feedback about the form:
   a. Outreach should be added to the form
   b. Maybe we should use a Google doc where everyone could see and update their own page

5. Faculty Advisory Council – There was no election, which needs to be brought to the attention of the Dean.

6. Concur Requests and Reports (Gail Agrell) – A couple of issues:
a. The first entry asks for a name. This is not your name but the reason for the travel; such as the conference name, and adding a date will help you keep track as you add similar travel reports over the years.

b. If you have additional funding outside of the School, please include this information in the comment box on the request and expense reports.

c. If there is something odd about an expense, add this information to the comment box in the expense report.

7. Spring 2020 Schedule (Gail Agrell) – The spring proof is out and any obvious issues will be fixed. It will then be sent to everyone for review. While this is a tentative class schedule, day/time/room changes are hard to make due to academic blocks, room usage, and instructor constraints.

8. School Handbook – We will be working on a School Handbook similar to the College Handbook. If you have any ideas you think should be included, let us know.

**Reports and Updates**

1. Grad Student Research Forum (Asli Sezen-Barrie) – The grad students said they benefited from the forums; however, we need better faculty participation and more committee members to help. Any ideas on how to encourage faculty participation and student attendance would be appreciated. It was suggested that more frequent reminders might help. Please let Asli know if you have any suggestions on how to improve the communications and structure of the forum.

2. Libra Visit (Bryan Silverman) – We are trying to reschedule Rebecca Sockbeson for the week of November 11. Darren Ranco is handling her schedule for this visit. There will be a public talk about the law regarding teaching Native American Studies (LD 291), but we do not have the details at this time.

3. UMaineGOLD – A meeting was held to obtain clarification on a few issues. Things are moving in the right direction, but there are still more concerns that need to be resolved.

4. Budget Realignment/Readjustment – The Dean needed to adjust the budget due to cuts, and there will be another cut next fiscal year. We have lost Ken Martin’s line in the base budget, and we might have to realign classes to cover this cut. We need to look at our programs, and see where our priorities are due to enrollment.

5. Directed Reading/Independent Study, Practicum – These have been increasing and are paid out of the school budget. We need to examine these and find ways to make some fit into scheduled courses. During the discussion, some points were made:
   a. Some of the doctoral cohorts need individual courses as they advance.
   b. It was suggested we could offer a regular 3-credit course for doctoral students with individualized instructions which would be covered as an onload course by one of the faculty.
   c. Due to students registering late, courses filling, and possible issues enrolling in courses offered outside of our school, some semesters the only option is to either take a course as independent study/directed readings or wait until it is offered again.
   d. DLL does not like adding a second section of a course unless they are guaranteed it is going to enroll to the minimum, and it is extremely hard to add a new course or section at the last minute.
6. Field Experience – Shihfen reports that the interim Dean is aware of our motion, but has not had time to look into this yet.

7. CAEP – The Dean had a phone meeting with the CAEP officials and is putting together the documentation for an extension. A normal extension is usually a year. An email should go out to faculty about the rubric’s validation meeting.

8. Faculty Senate (Dee Nichols) –
   a. Academic Affairs is still discussing online evaluations. They have done extensive work comparing hardcopy and online evaluations, and the issue of low returns remains. We do need to look into other ways to evaluate teaching beyond student evaluations.
   b. Our University and the System each has its own Academic Integrity Policy. The System would like all the campuses to use the same version. This shouldn’t be an issue since both policies are very similar.
   c. The System has developed a new policy for “Intent to Plan” which would stream-line the process. This is being reviewed.
   d. The Senate is looking at General Education revisions and the distribution model we are using. Engineering and the Honors College use a pathway model. If you are interested in joining the Gen Ed Sub-Committee, let Dee know.
   e. The Senate is looking for faculty to sit on the review committee for the Dean of the Library. They are also looking for someone to serve for 3-years on the Scientific Misconduct Committee.
   f. Susan Bennett-Armistead will remain on the Faculty Senate for one more year.

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**Old Business**

1. School Branding and Website – Our School’s web site was updated this summer. Please use your official title and the School’s name when representing us or the University. Casey needs updated photos for the website. Marketing takes photos once a year for free. You need to contact them to set up an appointment on the first Tuesday of the month.

2. Inviting President Ferrini-Mundy and VPR Varahramyan – We will work on this at a later date.

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**New Business**

(Deborah Rooks-Ellis) The System has finalized its agreement with Academic Partners. This involves Fort Kent, Presque Isle, and Southern Maine. In regards to Special Education, it may appear to the public that USM has the only online Special Education program in the System. Their website address is Online.Maine.edu while ours is Online.UMaine.edu. Consequently, their website appears first if someone Googles online courses for the University. The link to this site lists only the online courses in the Academic Partner program, and does not include other online courses that are available. This needs to be brought to the attention to the Provost.
Course Approvals

1. Special Education Courses (Deborah Rooks-Ellis)
   a) SED 546 (new transition course) A new state requirement by DOE to take a course in
      transitions through the lifespan, but primarily for after high school
   b) SED 587 (new course) Has been trialed and focuses on writing difficulties for students with
      disabilities
   c) SED 605 (modification) is actually an introductory course. We are changing the description
      which currently states it is one of the final courses.
   d) SED 620 (modification) is the final course of the program. We are changing the title to remove
      Practicum and add Critical Thinking.

   Approved and forwarded all SEDs to the Curriculum Committee

2. EHD Courses (Evan Mooney)
   EHD 545 (new course) is the second course in teacher leadership for the EMD program. This
   course will focus on educational theory and will be available to other programs.

   Approved and forwarded to the Curriculum Committee

Course evaluations

Online vs Paper issues and concerns:

1. There is a discrepancy in the number of returns between paper and online evaluations.
2. It was suggested that the instructor at the beginning of the class have the students go online
   and fill out the evaluation. You can actually watch the number of evaluations as they are
   submitted.
3. The undergrad classes tend to have a lower return then the grad classes.
4. Some institutions require the student to submit their evaluation before they can obtain their
   grade.
5. We need another way to evaluate a teaching. We should not only be using these evaluations.
   Peer observations and reviews is another option.

The motion was made to adopt online student evaluations, starting Fall 2019

   Vote: Yes: 9; Opposed 2; Abstain 4

   Motion - Passed

Submitted by Gail Agrell
COEHD Brag Sheet for Faculty/Staff/Students Template

Please record by the 15th of every month.

Awards (individual)/Recognitions:

Grants Awarded (Funding Source/Amount):

New Initiatives/Projects:

Journal Articles (include Journal title):

New Appointments to Boards, Committees, etc. in and outside of COEHD:

Presentations (Topic/Where/When):

Alumni Announcements:

Donor Announcements: