School of Education and Professional Studies
Council of Chairs meeting minutes
2011 – 2012

• August 23, 2011 – COC Retreat
• August 24, 2011 – Welcome Back Faculty Notes
• October 26, 2011 – COC minutes
• November 16, 2011 – COC minutes
• January 25, 2012 – COC minutes
• February 21, 2012 – COC minutes
• March 28, 2012 – COC minutes
• April 23, 2012 – COC meeting cancelled
Council of Chairs Retreat
August 23, 2011
11:30am – 1:00pm
HB 222


Absent: A. Pautz, T. Rigazio-Digilio, H. Hollander

1. Updates and Reminders

➢ Building Renovations - Dean Sakofs informed the chairs of the issues surrounding the roof renovation and various construction projects in Barnard Hall that resulted in flooding in offices and classrooms.

➢ OE Budget – The dean presented an overview of the budget for the next fiscal year and stated that the departmental OE budgets will not be affected in any essential ways. The forecasted 15 percent reduction in the budget will be absorbed chiefly in the dean’s office. Support for faculty travel, however, may be affected, and the dean recommended that chairs share this information with faculty members. The chairs clarified procedures faculty should use to request support from the dean. AAUP travel money was discussed, including guidelines and the amount available per faculty.

➢ PT Budget – B. Sommers has released the part time budget. The deans are instructed to be conservative so as to remain within the given budget. Dean Sakofs requested the chairs be mindful of low enrollment and their allotted part time budget.

➢ Reassigned Time – The provost has asked the deans to evaluate and reduce the number of reassigned hours for faculty in each school. A discussion occurred on a method to follow through with the provost’s request.

➢ Assessment Reports – These reports are due in September to OIRA. The provost is expecting 100 percent participation.
Accreditation - K. Kostelis and T. Do are available to assist with any departmental needs. The dean distributed the master SEPS accreditation chart prepared by the dean’s office and asked chairs to review it for accuracy.

Alumni - The Dean provided an update on the growth in the SEPS alumni donor base and overall contributions. He highlighted different mechanisms by which we may continue to connect with alumni: newsletter, website, regional meetings, wealth engine, advisory board and annual awards.

Entrepreneurial activities - The dean pointed out the significant growth in entrepreneurial activities and encouraged department chairs to take advantage of these opportunities.

Grant Support – The dean encouraged external grants and stated that he would offer modest compensation to faculty members to write and submit grants for $100,000 or more. A suggestion was made to invite R. Waterman to a Council of Chairs meeting or to hire an alumnus/a with grant writing skills on a free-lance basis.

2. Opening Faculty Meeting - The opening faculty meeting is scheduled for August 24. The dean’s agenda will include:

- Strategic Plan – The dean plans to distribute the strategic plan for SEPS faculty to review and discuss specifically the goals, directives, and objectives. T. Rigazio-Digilio will facilitate.


- Proposal for Online Hybrid Courses - J. Nicoll-Senft, member of the Dean’s Ad Hoc will provide an overview of Online Course Development.

- Alumni Giving – L. Marchese will report on the status of SEPS donors.

- University Wide Mentoring Project – A. Ayalon will report on this initiative.

The meeting adjourned at 1:00pm.
Welcome Back Faculty Meeting
August 24, 2011
12:00 noon
Constitution Room

1. The meeting opened with a luncheon for attending faculty and office staff.

2. Following the lunch, Dean Sakofs made opening remarks, welcoming faculty back to campus and introducing three new faculty, two in Nursing and one in Physical Education. The Dean informed attendees of the issues surrounding the Barnard Hall roof renovation and resulting leakage; he then presented an overview of budget issues for the upcoming year, noting where challenges lay. The Dean also highlighted areas of particular strength for SEPS, which included steady growth in the SEPS alumni donor base and overall contributions; significant growth in entrepreneurial activities; and an increase in student participation in study/travel abroad opportunities. SEPS advances in these areas align well with University priorities.

3. Dr. Ellen Retelle reported on the work of the Diversity Task Force and the completion of the SEPS Diversity Self-Study. She noted that with the completion of the self-study, the group will move on to a planning and implementation phase of activity.

4. Dr. Aram Ayalon reported on his participation in the University Wide Mentoring Project and encouraged interested faculty to become involved with this initiative.

5. Dr. Joan Nicoil-Senft provided an overview of the Dean’s Ad Hoc Committee for Online Course Development. A memo encouraging and inviting support from Academic Affairs for this grass-roots initiative has been sent to the Provost’s Dr. Lovitt. The committee is awaiting feedback from the Provost’s Office.

6. Laura Marchese, Major Gifts Officer, thanked faculty for their participation in giving. (It should be noted that SEPS has the largest percentage of faculty donors of any school in the university.) She reported on the past year’s activities, including recent scholarships awarded to two Jamaican students. She also invited faculty to attend homecoming and encouraged faculty to share with her the names of alumni who might be potential donors. One goal for SEPS development is identify donors for naming opportunities, including naming the school itself.

7. Dr. Anthony Rigazio-Digilio asked faculty to reseat themselves and spend 20 minutes in a departmental dialogue, reviewing the strategic plan and identifying particular areas of focus for the upcoming year. After the dialogue, the departments reported back to the large group. Highlights appear below.
Teacher Education

- Identify desired qualifications for Liz Aaronsohn’s replacement and conduct search.
- Explore strategies for recruiting/supporting a diverse student body, including early recruitment of diverse learners.
- Pursue grants and entrepreneurial initiatives, and build connections with other departments and schools.

Reading and Language Arts

- Streamline student portfolio process, moving to web-based format which will be easier to administer.
- Continue and expand community engagement and entrepreneurial activities, developing a brochure to facilitate promotion.

Social Work

- Focus on preparing for reaccreditation
- Continue developing mechanisms to support student success.
- Hire new faculty.

Educational Leadership

- Explore development of hybrid courses.
- Participate in Magnet School discussions/initiative.
- Pursue social justice initiatives and other forms of community engagement.
- Pursue external grants.

Counseling and Family Therapy

- Develop weekend MFT program.
- Develop new sites for community partnerships.
- Increase faculty lines.
- Increase collaborations with State Department of Rehabilitative Services for School Counseling Program.
- Support Central Access and Student Development WRAP program.

Nursing

- Expand Community Engagement activities.
- Pursue development of an MSN program.
- Pursue development of Nursing Wellness Center.
Physical Education and Human Performance

- Explore/pursue space for Dance Studio, Yoga Lab, Teaching Lab.
- Expand community engagement activities with the goal of supporting student success.

Special Education

- Explore the newly defined, process-oriented role of “intervention specialist.”
- Take advantage of shareware from other universities and develop a shareware site for the department.

8. The meeting adjourned at 2:15 pm.
Council of Chairs  
October 26, 2011  
11:30am – 1:00pm  
HB 222  


Absent: A. Pautz, H. Hollander  

1. Updates and Reminders  
   ➢ Building Renovations - Dean Sakofs informed the chairs of the issues surrounding the roof renovation and various construction projects in Barnard Hall resulting in leakage on 3rd floor. Window replacements will begin summer 2012.  
   ➢ OE Budget – The dean reminded the council members that the departmental OE budgets have been preserved for this fiscal. He asked the chairs to designate the paperwork of rehired state of ct employees as such since their salaries come from another budgetary source.  
   ➢ PT Budget – The Provost has continually instructed the deans to be conservative with the PT budget as to remain within the given budget. The dean will release the spring balance of the PT budget to the chairs shortly.  
   ➢ Accreditation (timelines & requirements)- Looking toward the future and to the required accreditation reports due, the dean has asked the chairs to let him know if assistance is needed for assessments, and program reports and requirements.  
   ➢ LTA Conference – The dean distributed a memo from the Provost encouraging chairs and faculty to attend the Teaching and Assessment Conference, especially those who are involved with the General Education revision project.
2. For your consideration

- Connecting with Alumni Ideas — President Miller recently met with alumni givers. He has encouraged deans to create more positive internal public relations on campus.

  Updates of current practices and new suggested ideas are as follows:

  i. Newsletter — SEPS will continue to produce the newsletter and will plan to highlight more alumni in the future. The chairs agreed to the suggestion to highlight one SEPS department each newsletter. E. Wilson will continue as editor but welcomed other article writers. There was a group discussion to change the document name from a newsletter to a magazine. Everyone agreed.

  ii. Advisory Board — The dean will continue to facilitate the alumni board meetings. The next scheduled meeting is in November 2011. These meetings focus on meeting with the board members as well as targeting other possible givers.

  iii. New suggested ideas — Initiate Regional Alumni Meetings, Annual Alumni of the Year Award and increase access to our website to raise awareness of accomplishments of our alumni as well as current colleagues. A lengthy discussion occurred covering all topics.

- Seed Grants — The dean encouraged external grants and stated that he would offer a modest compensation to faculty members to write and submit grants for $100,000 or more. A suggestion was made to hire an alumni part time who has grant writing skills.

- Student Retention Data — The dean distributed a memo from the Provost asking for proposals from colleagues for new projects directed at improving student retention and graduation. These proposals should target students in their sophomore, junior, and senior years. A conversation ensued with possible ideas and reasons for the decline. It was agreed that the chairs would create a collective thought to send to the Provost.

- Faculty Metrics — The dean distributed the Institutional Research and Assessment report of each SEPS department’s faculty metric to each departmental chair. The dean has been instructed by the Provost to create a plan to reduce discretionary load credits for the school.

- Academic Standards Proposal from CIE regarding Study Abroad Credit — M. Bigley addressed the council members regarding student who study abroad. She was seeking input on whether these students should receive a grade posted on their transcript versus a transfer credit notation on their transcript. All council members were in agreement for a grade to be posted.
Council of Chairs  
November 16, 2011  
11:30 am – 1:00 pm  
HB 222

Guest: Provost Lovitt

Dean Sakofs welcomed the Provost to the Council of Chairs. The Provost briefly discussed two topics 1) new course scheduling and 2) graduation and retention. He suggested that the outcome of new scheduling blocks was largely successful but asked that the chairs share their specific issues and concerns surrounding both topics.

The outcome of the conversation regarding the new course scheduling:
The Provost stated that the intent of the new scheduling blocks has been successful but changes have not happened across the board. He stated that undergraduate students tend to learn better in classes that meet two or three times instead of once per week and Fridays need to be utilized more. The chairs offered these issues:

- Students are dissatisfied with classes that end at 10pm;
- Activity/space/time (gym or Kaiser bubble) was not factored in with the new course schedule – e.g., PE classes that have activity built in to their schedule often conflict with the needs of the athletic program;
- some SEPS programs have clinical, seminars, and practicum which conflict with the new course scheduling; for example, the nursing department must work around the available clinical times of area hospital and Teacher Education must work around district school scheduling;
- An inadequate number of smart rooms is made available to SEPS. Provost agreed that the external partnerships in SEPS are unique and the scheduling required is much different than the traditional Arts and Sciences courses.

The Provost was questioned as to why the calendar was shifted back one week in January. In response to the shift in the calendar, the Provost stated that this is CSU initiative and has met all contractual rules and regulations. The purpose is for CCSU students to finish the spring semester
one week earlier as to be consistent with other colleges and universities so that they have the opportunity to find summer jobs.

The outcome of the conversation regarding retention and graduation:
The Provost stated that graduation and retention is a university concern and is asking for input at the departmental levels. He spoke of access to success. He has set aside funds for projects designed to impact and strengthen retention and graduation. Interested parties should submit written proposals for review. The current amount of money needs to be spent by June 30, 2012; however, he suggested that if the project has a favorable impact, he will reinstate money to continue the project. Some examples: supplemental instruction, advising, and mentoring.

1. Updates and Reminders and announcements
   ➢ Dean Sakofs announced that Governor Malloy and Commissioner Pryor will be visiting Central Connecticut State University on November 28 with a focus on teacher preparation programs. The visit will begin at the President’s office, continue with a tour through Barnard Hall and then to the Student Center where a formal discussion will take place. A discussion occurred regarding this visit.

   ➢ Budget — The dean stated that the allotted part time budget has been spent; however, if extra sections are needed to meet the needs of students, please let him know as soon as possible.

   ➢ Reassigned Time — The dean stated that he is reviewing the reassigned time carefully and due to budgetary issues will need to make appropriate cuts to the discretionary reassigned time.

   ➢ 2013 one time needs — Dean Sakofs requested that the chairs submit their departmental one time needs to him as soon as possible. He needs to submit to the Provost by January 5, 2012.
Council of Chairs
January 25, 2012
11:30 am – 1:00 pm
HB 222

Absent: L. Wagner H. Hollander

1. Updates and Reminders
   - Faculty Participation in Academic Advisors Workshop – Feb. 2, from 3-5pm – The Provost is requesting that each school have faculty representation at this workshop. Dean Sakofs asked that the chairs provide names of those who will attend.

   - New Faculty member in Social Work – The dean announced that Dr. Stanley Battle will join the Social Work department as a new full-time faculty member. This adds a much needed full-time line to Social Work.

   - Curriculum Development Grant Deadline – The dean reminded the chairs that the deadline is March 7. He welcomes people to apply if interested.

   - Advisement Center Grant- The dean announced that a $13,000 grant has been awarded for the development of an Advising Center. This grant will offer student support with online tutorials, Praxis study guides, and tutoring workshops to help ensure the passing of Praxis. Scholarships will also be awarded. Finalizing the space for the Advisement Center is currently underway.

2. For your consideration
   - HB Third Floor Renovations – The renovations will begin this summer and will include work in halls, locker removal, and classroom updates.

   - PT Budget – The dean stated that he needed assistance from the chairs in keeping the PT payroll within the allocated budget for the next fiscal year. This year was considerably overspent. A discussion occurred and it was agreed that the dean would establish a policy with the Provost to manage the PT budget more effectively. Furthermore, it was agreed that the PT budget is inadequately funded.
➢ Reassigned Time – The dean stated that the reassigned time for the school needs to be looked at carefully.

➢ NCATE Timeline – CCSU is scheduled for an NCATE site visit in the spring 2015. SPA reports must be submitted by 9/15/2013. The dean suggested to the chairs to talk about NCATE in department meetings and to choose SPA writers. He stressed that data should continue to be gathered and entered to be used for future analysis. If assistance is needed for this process, contact Kim Kostelis. The dean has requested a 7-year cycle for accreditation. Currently, however, it remains a 5-year cycle.

➢ NEASC – The Academic Program Review Process: Policy Statement was distributed. For pilot implementation of this process, the University selected programs that are not subject to outside accreditation bodies for internal review. Educational Technology was selected for School of Education and Professional Studies for this new process which will gather data for the NEASC accreditation.

3. Other considerations
   ➢ Connecting with Alumni Ideas – The dean discussed new ways of connecting or reconnecting with alumni which include:
     o Regional Meeting scheduled for New London area;
     o Advising Board scheduled for March;
     o Workshops planned for fundraising to smaller groups;
     o Using the SEPS newsletter to raise awareness of our alumni.

A suggestion was made to create a new SEPS committee to recognize alumni as a school in addition to the existing department/program recognition. Hosting a school-wide recognition event with a keynote speaker would serve to build our alumni network. It was also suggested that master’s degree programs and 6th year programs be included in this alumni event.

A final suggestion that was made was to ask alumni to identify an outstanding faculty member for the newsletter.

4. Other matters?
   ➢ Literacy Essential Conference scheduled for March 31st – flyer was distributed to the chairs. Dr. Abadiano encouraged faculty and students to attend.
   ➢ Chinese Culture – Chinese New Year Gala is scheduled for January 28th – Dr. Abadiano encouraged everyone to attend.
   ➢ Networking Reception scheduled for March 28 – Keynote Speaker is Commissioner Stefan Pryor.
   ➢ Diversity Media Library – M. Bigley announced that the diversity library is available to all and is housed in the dean’s office. Please take advantage of these materials.
   ➢ Special Education- M. Beck announced that they have a new faculty member, Laura Jacobson.
Council of Chairs
February 21, 2012
11:30 am – 1:00 pm
HB 222


Absent: R. Casella, H. Hollander, H. Abadiano

1. Updates and Reminders
   ➢ Graduate Open House is scheduled for March 15.
   ➢ Undergraduate Open House is scheduled for April 14.
   ➢ Educational Leadership Networking Reception is scheduled for March 27 and will take place in Torp Theater. The dean encouraged attendance at the Networking Reception, a positive event that celebrates the successes of our graduates.
   ➢ 6th Reading Literacy Essentials Conference is scheduled for March 31, Alumni Hall, CCSU.
   ➢ SEPS Magazine is in M. McLaughlin’s office in the final proofing stage. The dean noted that the Magazine is a valuable tool in promoting SEPS’ accomplishments and successes to a wider audience, including alumni and other community leaders with a vested interest in education.

2. For your consideration
   ➢ Engaged Scholarship – The dean distributed a flyer, The Scholarship of Community Engagement: A Learning Community. He spoke of the importance of this initiative and encouraged those that are interested in participating to contact Sarah Stokey, Chair, Community Engagement Committee. At this time, SEPS has three representatives: Karen Riem, Cathy Kurkjian, and Stacy Christensen.

   ➢ Dean and P & T Committee - The dean stated that he will be speaking to the P & T Committee on Thursday, February 22. The dean asked the chairs to bring forward any suggestions/talking points regarding engaged scholarship. It was suggested that the current guidelines for engaged scholarship developed by SEPS be discussed.
Assessment meeting update – A lunch and learn session has been scheduled for April 23. K. Kostelis will do an analysis of student teaching data and assist department representatives in reviewing the outcomes and understanding the analysis. The dean encouraged department chairs to include assessment in their departmental meetings and to be sure to document these discussions. He also encouraged the chairs to consider creating new assessments in areas currently not being formally assessed. K. Kostelis can assist with this process.

Several chairs stated that these assessments have been useful in preparing their specific departmental reports as well as the required accreditation reports.

3. Other considerations

- Smarter Balanced Assessment Consortium - The dean distributed this guide to the chairs and stated that this initiative, managed by the Board of Regents, was discussed at the Dean’s Council. The dean asked the chairs to approach faculty who may have expertise in any of the ten committee areas to serve as a statewide representative for Higher Ed. He stated that serving on any of these committees would require one or two hours’ time commitment per week. Nominations must be submitted by Tuesday, February 28.

- The governor’s roundtable with education students and faculty – The dean announced that Governor Malloy will be visiting CCSU sometime in early March. His primary target will be graduate and undergraduate teacher preparation, initial certification, and advanced credential programs. The dean requested that the chairs provide names of five to ten students to be selected to represent the School of Education and Professional Studies during this discussion. The venue will be theater style with microphones, press, discussion, as well as Q & A. Date and time to be determined.

- President Miller’s visit to department meetings – The dean made suggestions to the chairs when preparing for the president’s visit. He suggested making a list of the successes and accomplishments of the department to share and also preparing thoughtful questions and concerns/issues. Counseling, who had already met with the president stated that their discussion focused much attention on budget issues. They discussed the dilemma of how to deal with pressures of increasing enrollment while also keeping a tight rein on the part-time budget.

- Strategic Plan – the dean distributed the SEPS Strategic Planning Draft for a later discussion.

- Other Matters – The dean spoke of future plans for the undeveloped property on the east side of campus which may be the future home of SEPS. Additionally, he stated discussion with the president is still ongoing re: the possible development of an elementary magnet school.
Council of Chairs  
March 28, 2012  
11:30 am – 1:00 pm  
HB 222


1. Updates and Reminders
   ➢ The 6th Reading Literacy Essentials Conference is scheduled for March 31, Alumni Hall, CCSU. H. Abadiano shared details of the Literacy Essentials Conference. Nancy Carlson-Paige, the keynote speaker, will focus on violence in schools. This initiative generates income for the department and brings recognition statewide for CCSU. On March 30th, the evening before the conference, the Reading Department’s annual community engagement event will bring an author to meet with community members and local children. Also at this event, a town hall forum will be conducted by J. Turner, as a representative of the Save our Schools initiative.
   ➢ HB Third Floor Renovations will begin this summer. At a point in time yet to be determined, 2nd floor windows and air conditioning will be replaced.
   ➢ Nursing in Jamaica update – L. Wagner provided an overview of the recently concluded study abroad course for nursing students in Jamaica. While in Jamaica, students visited hospitals and schools, made presentations, and held health assessment fairs.
   ➢ Educational Leadership Reception update – The reception was attended by Commissioner Pryor. The presenters, all CCSU alumni, spoke passionately and articulately.

2. For your consideration
   ➢ Welcome Back – The dean announced that the SEPS Welcome Back Meeting will be held in the CT Room at 11:30am on August 28th. The schedule of the opening week are as follows:
     • August 27 – Faculty are due back
     • August 28 - President’s Opening Remarks at 10:00am
     • August 28 – Provost’s Opening Remarks at 1:30pm
     • August 29 – First day of classes
NCATE Timeline – The dean distributed a handout that explained key dates in the upcoming NCATE cycle.

Annual Report – The dean distributed a draft of the department Annual Report Guidelines and asked for feedback to forward to the Provost. H. Abadiano suggested that departments have an opportunity within the report to offer feedback to the university. The report is due at the beginning of fall 2012 semester. E. Wilson requested that the chairs copy her when forwarding to the Provost.

3. Other considerations
Big Ideas?

A discussion occurred regarding the possibility of a separate school graduation.