School of Education and Professional Studies
Council of Chairs meeting minutes
2012 – 2013

- September 5, 2012 – COC minutes
- October 10, 2012 – COC minutes
- November 14, 2012 – COC minutes
- February 13, 2013 – COC minutes
- March 27, 2013 – Informal meeting, no minutes
- April 24, 2013 – COC meeting cancelled
School of Education and Professional Studies  
Council of Chairs Meeting  
9/5/2012  
11:30 am – 1:00 pm


The dean welcomed Dr. Delia Sanders-Gonzalez, new chair of the Social Work department. The dean congratulated Dr. Anthony Rigazio-Digilio, chair of Educational Leadership department, for receiving the CCSU 2012 Distinguished Service Award.

I. Updates and Reminders

a. Budget update – The dean reported that there will be an overall budget cut in the School of Education and Professional Studies for the 2012-2013 year; however, departmental OE budgets will be preserved. The reduction will affect only the dean’s office budget, specifically in the area of support for faculty travel.

b. PT Budget memo – The dean distributed an email from the Provost regarding the university’s decrease in enrollment and the resultant negative impact on the spring part-time budget. The dean stated that certain courses may not be allowed to run but confirmed that he will bring any special requests to the Provost for consideration.

c. Ad Astra Platinum Committee memo – The dean distributed a memo from P. Tucker, Registrar. The Registrar’s office is requesting that a small team of representatives from each school participate in the roll-out of Ad Astra and have early access to course demand data. Dean Sakofs asked the chairs to send him suggestions as to who could represent the school.

d. SEPS and Department Committee Representative
   i. Chairs’ representative to the senate- M. Beck
   ii. Parking Committee Rep–The dean asked chairs to forward recommendations for a school representative to this committee.

e. Contractual obligations, e.g., notifications and deadlines – The dean passed on a request from Human Resources that chairs ensure that all DEC guidelines are carefully followed in the faculty promotion and tenure process.

f. Searches – SEPS’ search requests will be submitted to the Provost on September 6.

g. Center for Teaching and Faculty Development flyer – The brochure describing upcoming center activities was distributed to the chairs for their information.
II. For your consideration
   a. Hybrid Courses memo – The dean distributed the Provost’s email to chairs regarding hybrid courses. A discussion ensued and it was agreed to present these important questions to SEPS-GC. The dean will ask C. Mulcahy, President, to bring this to SEPS-GC for a discussion of best practices for the hybrid course format.

   b. Accreditation Update
      i. Education SDE issue – Our accreditation process is coming two years sooner than anticipated in order to align the NCATE (CAEP) and state requirements. The dean stated that President Miller is a member of the EPAC committee, which will make recommendations to establish a new direction for Teacher Education in CT. The new Commissioner is expected to support the recommendations of EPAC, due in summer 2013.

      ii. NCATE (CAEP) – The dean announced that Dr. Helen Abadiano has accepted the NCATE (CAEP) coordinator position. The first NCATE (CAEP) meeting will take place on Oct. 26. The SPA writers will gather to talk about assessment, due dates, changes at the SDE and the resultant accelerated submission deadline of September 15, and other matters of importance. SPA reports are due September 2013 and the Institutional Report will be due October 2014.

      iii. Social Work and other programs – D. Gonzalez-Sanders provided an update of current changes in her department (i.e. updating handbook, revamping syllabi, updating curriculum materials, assessments, senior interns, evaluations accessible online).

         D. Gonzalez-Sanders reported that Social Work will have a site visit in 2014. Site visits for other programs were reported as follows:
         Marriage and Family Therapy – Site visit 2013 – 2014
         Exercise Science – Site visit 2013

         In addition, the Professional program in CNSL may need to have CACREP accreditation which could create an issue for our students.

      iv. Support and compliance – The dean would like to make utilization of the database a priority for tracking field placements and for online assessment. He urged chairs to work with the assessment team - K. Kostelis, T. Do and M. Sullivan. He encouraged chairs to document the data assessment on their department agenda and in their minutes. M. Bigley stated that the updated SEPS website will eventually have a portal for departments to see their data assessments report.

III. Other considerations
   a. Website Update - M. Bigley, chair of the SEPS website committee, and A. Arthur gave a quick overview and demonstration of the new look for the SEPS web presence. They have worked over the summer transforming the current website from Front Page to Final Site. Additionally, they have worked with M. McLaughlin and D. Pierce to create a banner that could be used for each department’s webpage. The hope is to have a fresh
and uniform look. M. Bigley suggested that each department chair assign one person per department to sit on the website committee, which will manage changes, updates and maintain the structure once the shell is built. Recommendations for committee members are to be sent to M. Bigley.

IV. School and Departmental Updates
   a. Dr. Linda Wagner reported that the BSN program was moved from conditional approval to full approval by the Board of Nurse Examiners. L. Wagner reported there was a 94% pass rate for the recent graduating class.
   b. The dean reported that the technology in Henry Barnard Room 203 and Room 222 was been up upgraded this summer.

The meeting adjourned at 1:00pm. The next meeting is scheduled for October 16, 2012.
School of Education and Professional Studies
Council of Chairs Meeting
10/10/2012
11:30 am – 1:00 pm


Absent: D. Harackiewicz

I. Guest - C. Galligan, VP for Institutional Advancement
The dean welcomed Chris Galligan to the Council of Chairs meeting. C. Galligan discussed the new non-credit courses that are being developed and offered at CCSU through Continuing Education. He stated that these courses are being developed as professional development, lifelong learning, cultural enrichment, as well as workforce development and CEU’s, if available. He stated that Dr. Ellen Retelle will be the point person for professional development in School of Education and Professional Studies and Dr. Christine Sullivan will assist as liaison between CCSU - SEPS and the partnerships in the community. He asked the chairs to share this information with each of their departments to encourage those interested to complete the online survey or to meet with him directly. C. Galligan is certain we have rich resources on campus and would like to utilize the expertise from the CCSU faculty. His goal is to target community partnerships and relationships, corporations, and alumni and learn the needs of the community as soon as possible in order to offer new courses as early as Spring 2013. He stressed that the faculty will be compensated for the prep work as well as the teaching of the course. Additionally, a portion of the revenue will go to the department and the balance will return to continuing education for marketing initiatives. C. Galligan assured the chairs that the approved courses and faculty will provide value and will serve the needs of the community. Furthermore, he stated that the academic integrity will be maintained and preserved at CCSU.

II. Updates and Reminders
a. Sabbatical (10/15) – The dean reported that the timeline for Sabbatical Leave requests has been changed. All requests must be submitted to the dean by October 15.

b. Record Keeping and Disposal – The dean and A. Pautz attended a workshop regarding rules and guidelines for record keeping, organization of records and disposal of records at CCSU. A. Pautz spoke briefly of the importance of “records” and “non-records”. She will be organizing a meeting with the chairs within the next two weeks to discuss specific details of both.

c. DEC Guidelines and Bylaws – In order to maintain the most up to date records in the dean’s office, the dean requested a copy of each department’s DEC guidelines and ByLaws.

d. Searches– The dean submitted tenure-track search requests to the Provost. The president denied all with the exception of the failed search from last year in Social
Work. In response, the dean provided additional specific needs for each search request. The dean is waiting for a response from the Provost and President.

e. **Academic Maps – Student Success Team** – Mary Pat Bigley, member of the Student Success Team spoke briefly of the recommendation to implement the undergraduate academic map at CCSU. The goal is offer a tool for the undergraduate to complete their degree within 4 years as well as offer assistance for faculty advising.

f. **PT Budget Redux** – The dean reported that at this time, no new monies have been released for the PT budget. If the need arises for additional courses outside the approved courses, let the dean know. He will follow up with the Provost.

g. **Accreditation** – The dean stated that several accreditations are approaching in the School of Education and Professional Studies. If help is needed, let him know.

### III. Discussion

#### a. Money -

i. **Budgets** – The dean reported that there will not be any budgetary changes even though enrollment wasn’t as bad as originally reported. He affirmed that we are still considered in a state of a budget crisis.

ii. **Program Growth** – The Provost has recently stated to the dean that he will entertain ideas for growth in programs. If department chairs have ideas, the dean has asked that they put their proposals in writing to him. He will move then forward to the Provost. The Provost is interested in strength in programs that will grow and generate revenue. The outcome will be to add faculty lines to a department.

iii. **Entrepreneurial** – P. Schuberth remains the overseer of these programs. The dean stated that the programs have been successful in many SEPS departments. These programs have satisfied the needs of the community as well as produced revenue for the school and individual departments. The chairs concurred. The dean encouraged those to continue and those who have not, to try to take advantage of this opportunity.

iv. **Grants** –

1. The dean reported that five faculty members (E. Retelle, R. Casella, E. Wilson, J. Kara-Soteriou and M. Sakofs) attended a Grant Writing Workshop on October 1 and 2. This group plans to convene and move ideas forward to bring grant monies into the school.

2. Teacher Quality Grant – The dean encouraged the chairs to look at the guidelines and combine efforts with the School of Arts and Science and School Districts.

3. CCSU Part Time faculty development – The dean encouraged to apply for the grants by the deadline of February 13, 2013.

4. SEPS Research Reassigned Time – C. Mulcahy, president of the SEPS-GC will send an announcement about the Research Reassigned Time available for School of Education and Professional Studies. Those that are interested will need to complete proposals for next year.
IV. Other matters of interest

- Reminder - Assessment reports were due to E. Wilson by September 28.
- NEASC – 5 year report is due shortly. E. Wilson stated that written justification for part time faculty might be requested.
- Partnership Committee – T. Rigazio-Digilio and Lynda Valerie are co-chairs of this committee. He requested to attend a departmental meeting to discuss partnerships with faculty. The chairs agreed. They will contact each chair to schedule.

The meeting adjourned at 1:00pm. The next meeting is scheduled for November 14, 2012.
School of Education and Professional Studies
Council of Chairs Meeting
11/14/2012
11:30 am – 1:00 pm


Absent: M.P. Bigley, H. Hollander

I. Updates and reminders
   - Department Assessment Reports - The department assessment reports are due to Y. Kirby and should be submitted asap.
   - Identity Finder - Anne Pautz, the Data Custodian for the School of Education and Professional Studies spoke briefly of the Identity Finder process. She announced that she will contact the chairs/secretaries of each SEPS department to confirm the types of electronic files they keep. She encouraged everyone to review their own electronic records and delete identifiable information which is no longer needed. Or if records contain identifiable information and need to be retained, then IT will need to be contacted to place these records in a safe and protected area. Furthermore, to use the M drive for data retention versus C drive. She announced that IT will run a campus-wide Identity Finder on December 3, 2012 and all records will be automatically deleted that hold identifiable data.
   - Employee Satisfaction Survey - The dean stated that the survey is still open and strongly encouraged all to complete the survey.

II. For Discussion
   a. Money
      - Fees - The dean stated that the Provost will entertain requests for additional fees for programs. He asked the chairs to bring this conversation to their department meetings and if there is need, submit a brief justification to the dean. The dean will forward to the Provost.
      - Increase Revenue - The dean stated that there has been conversation on how to improve revenue at the University. The following questions were presented to the chairs 1) how do we accomplish this and, 2) should we increase the number of on-line courses as a possible solution. Discussion continued about the number of on-line courses that the union would allow and how to maintain quality of our offerings.
   b. On-line Courses
      - Online Evaluation required - The dean distributed a document named Core Questions for On-Line Courses that must be used for evaluation following the completion of an on-line course.
      - Feedback questions - The dean stated that in addition to the required Core Questions for On-Line Courses, each faculty may add additional relevant questions. Discussion occurred about the mechanisms for evaluation on campus
for on-line courses and what systems are in place to capture in an anonymous fashion.

c. **New Programs w income and growth potential** – There is interest in expanding programs that have small enrollments or to create new programs. The dean encourages those with ideas to submit a concept paper with an outline of budget needs to him. He will forward to the Provost. A discussion occurred regarding how strengthening programs or creating new ones will affect faculty lines. The dean stated that there is interest in restructuring and the Board of Regents will be approached with requests for new faculty to accommodate the growth.

The meeting adjourned at 12:30pm. The next meeting is scheduled for December 12, 2012.
School of Education and Professional Studies  
Council of Chairs Meeting  
2/13/2013  
11:30 am – 1:00 pm


Absent: M.P. Bigley, H. Hollander, A. Pautz

I. Updates and reminders

➢ Courses – The dean delivered a message from the Provost Council’s recent meeting. It has been determined that courses begin to be profitable with 6 students enrolled. This number is accurate for all semesters. The university goal is to increase enrollment in all programs – undergraduate and graduate. (Since the time of this meeting, new guidelines for enrollment in summer/winter courses have been issued.)

➢ Retain and increase enrollment – Two methods to accomplish retention and increase enrollment were discussed. They include: 1) increased advertisement to compete with other colleges and universities and 2) improvement of current website.

➢ Enrollment – The dean spoke of SEPS programs and how they vary from the other schools at CCSU. The reasons for lower enrollment per course in SEPS programs include 1) more clinical hours required in our programs; 2) more accreditation ratios required; 3) different types of graduate level programs and undergraduate programs which require a smaller class size to accommodate program guidelines.

II. TK20

➢ CCSU is researching the benefits of the TK 20 assessment system used by colleges and universities. This system, if established at the university, may be beneficial to the budget.

III. Travel

➢ The dean reported that there is still a modest amount of Academic Affairs funds available to support faculty travel until the end of the academic year. It is on a first-come, first-served basis. Those requesting funds must be presenting at the conference and have a recommendation from the department chair.

IV. Provost Visits

➢ The Provost will be visiting each department during a faculty meeting during the academic year. It was suggested that the chair and department faculty be prepared to inform the provost of each program and also update the provost on the unique needs of their program.

V. Departmental Updates

➢ Nursing – L. Wagner began a discussion regarding a gerontology minor.

➢ Entrepreneurial initiatives – The dean and E. Retelle discussed the benefits of providing entrepreneurial courses and encouraged the council to consider new ideas.

The meeting adjourned at 12:30pm. The next meeting is scheduled for March 13, 2013.