Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: _____C&I IT___Group___

Chairperson/Responsible Contact: _____LS /EH___

Purpose of Meeting: __Program Activities_____

Date: 4/22/2020   Time: 10:00am   Location: Online Collaborate

Departments/Groups/Agencies Represented: Daesang, E-Ling, Herb, Lorraine, Steve, Jiyoon, Taralynn (notetaker).

Primary Outcomes:

Laverne Hill – She has accepted the position in Library Media. Human Resources may require that she has to sit out 30-days because she is an adjunct. So, we may have to adjunct her courses in summer. Steve will inform us if this is the case. She has ITED 7090. She will be assisting with aligning courses with AASL standards, and thus, she will be teaching two courses this fall and three in spring. Discussion about what courses Dr. Hill will be leading or teaching. Steve presented grid about courses between Hill and Dees, and discussion about who could teach what courses. Instructional design courses should be taught by those with ID background; discussion about Laverne being more responsible for Library Media courses. The discussion continued into deciding who is best to teach what courses in the master's program.

GaETC presentation proposals – Please submit the proposals. June 1 is the deadline for this year's conference. Uncertain of the budget this coming fall with possible cuts. So, travel to conference may not be covered as fully. If you are a conference presenter (main presenter), your registration fees are waived.   Department has may have potential monies to support the conference travel. K12 online may be a good topic this year; relate proposals to K12 classrooms. Best to reserve hotels now; reserve as state government employee if not in a conference hotel.

Summer and fall enrollments – Guidelines for enrollments. Ten students to ensure full salaries per course. Encourage doctoral students to register for their 9999 hours to help balance lower enrollments. ITED 7200 may be cancelled, and Jiyoon and split into two sections.

Continued realignment of course assessments:
-- Reviews for ITED 7300 & 7100 are done; 7200 will be done by May 1
-- Library Media courses revisions are Laverne's top priority this fall
-- CAEP may (or may not) be renewed; but all courses must better align to the GaDOE state standards. CAEP is uncertain at the moment as with the new College Dean, we might not pursue CAEP. VSU is the only one going through CAEP right now. There is a strong connection between GaPSC and CAEP standards.
-- Status of new GaDOE IT Standards (Taralynn/Lorraine) – New standards coming that follow ISTE's standards.

Production of new brochures & marketing merchandise:
-- Redo IT generic brochure (need updating; ask about new business cards; printing takes about three-months to produce them)
-- Do we need other IT brochures? (check to see if you need any brochures that require updating)
-- All doc program brochures (ask Herb to look into whether new ones need to be reproduced or created from scratch)
-- New Merchandise for GaETC and GAEL conferences

Technology training – Google, Microsoft, and Apple certification is being pushed by the COEHS in relation to CAEP. Adobe certification is another area to get such as Photoshop, Dreamweaver, etc. Laverne is Google certified and a trainer—she can do that! Google does require access to Google Classroom and extra licensing. Laverne as a trainer could help us with that access.

Actionable Items/Planned Follow-up

- Submit conference proposals to GaETC

- Submit any applications or nominations for the COEHS Faculty Excellence Award

- Email Taralynn with interest in getting one of the technology certifications in Google, Apple, Adobe, and/or Microsoft.

11/15/2012