

Administrative Meeting
Wednesday, January 30, 2008
9:08 a.m. – 10:50 a.m.
Education Building, Room 118

Minutes

Present: Dean Graves, Sharon Judge, Dana Burnett, Bob Spina, John Ritz, Katherine Bucher, David Branch, Nick Bountress, and Brenda Roth

Absent: Jane Hager

1. Dean Graves reviewed and the committee approved the Administrative Meeting Minutes dated January 16, 2008.
2. Dr. Judge reviewed grant submission priority.
3. Dean Graves reviewed video streaming budget.
4. Dean Graves shared letter from Patricia Dillard addressing Norfolk Public Schools Job Fair.
5. Dean Graves announced Save the Date flyer – ODU Graduate Open House.
6. Dean Graves reminded department chairs and encouraged representation from each department at the State of Schools Address given by Dr. Stephen C. Jones, Superintendent of Norfolk Public Schools on Thursday, January 31, 2008.
7. Robert Spina reviewed the tentative recommendations of the General Education Revision Committee, dated January 23, 2008.
8. Dean Graves reviewed Save the Date flyer – Faculty Symposium Presented by Dr. Ashby Kilgore, Superintendent of Newport News Public Schools, Thursday, February 14, 2008.
9. Dean Graves reviewed Save the Date flyer – President Runte and Provost Simpson's Address to the Darden College of Education, Tuesday, February 19, 2008.
10. Dean Graves reviewed Save the Date flyer – Faculty Symposium Presented by Dr. William Randolph Nichols, Superintendent of Chesapeake Public Schools, Tuesday, March 18, 2008.
11. Dean Graves reviewed Faculty Recruitment Toolkit by the University of Florida.
12. Dean Graves reviewed Creating a Family Friendly Department: Chairs and Deans Toolkit by UC Faculty Family Friendly Edge.

13. Dean Graves reviewed Balancing Work & Life by the Lehigh University.
14. Reminder to have DCOE Faculty submit all conference presentations to Brenda Roth.
15. Dean Graves reviewed document entitled “College of Education Graduate Enrollment Tracking Fall 2008 as of January 28, 2008”.
16. Dr. Judge reviewed NCATE Institutional Report Writing Committees for each Standard.

Standard 1: Content Knowledge- Sharon Judge, Leigh Butler

Standard 2: Assessment System- Sharon Judge, Assessment Coordinator

Standard 3: Field Based Experiences- Leigh Butler, need a person

Standard 4: Diversity- Bob Spina

Standard 5: Faculty- Dana Burnett

Standard 6: Unit Resources and Facilities- David Branch

17. Next Administrative Meeting scheduled for February 13, 2008, 9:00am – 10:00am
18. Upcoming Meetings – Please mark your calendars and plan to attend:

February 27, 2008, 9:00am – 11:00am

March 19, 2008, 9:00am – 10:00am

April 9, 2008, 9:00am – 10:00am

April 23, 2008, 9:00am – 11:00am

May 7, 2008, 9:00am – 10:00am

May 21, 2008, 9:00am – 10:00am

June 4, 2008, 9:00am – 10:00am

June 18, 2008, 9:00am – 11:00am

July 23, 2008, 9:00am – 11:00am