Present: Drs. Kaye Dotson, Barbara Marson, Jami Jones, Lou Sua, Al Jones, Elaine Yontz & Beth Strecker

Dotson called the meeting to order.

The minutes of the October 5, 2016 meeting, taken by Strecker, were approved.

Yontz distributed a handout on the process for curriculum packages and gave an update on the MLS curriculum package. Forms are being completed and rechecked for accuracy. The Registrar’s Office will complete the required documents so that the complete package can be sent to Dr. Mott for review. This part of the process should be completed within the next two weeks. Then the package can proceed to the IDP Committee for approval and then sent to the IDP Department for a vote. Once it has been approved, the package will go to the COE Curriculum Committee and then to the CTE Curriculum Committee. From there it will go to 2 different University-wide committees and then to the Faculty Senate and finally sent to the Chancellor for approval.

Strecker shared the dates of the COE Committee meetings for the spring semester: January 23, February 20, March 20, & April 17.

Marson has scheduled a MLS Curriculum Meeting for Wednesday, November 9. The new student member is Carolyn Schulman.

Dotson explained the Interdisciplinary Study Abroad Proposal for 2017. The course is titled Family-School-Community Partnerships in a Global Context and students will travel to Lisbon, Portugal for 1 week of the summer course. This course will be offered as an elective and the goal is to have 10 students from each the following program areas: Counselor Education, Education Leadership, and Library Science.

J. Jones is working the Adjunct Policy to include ALA standards and explain the process. Discussion followed regarding adjuncts’ evaluation and required trainings.

Sua provided a handout with the current course enrollment for the spring 2017 semester. There are 38 prospective students for spring 2017. Only 5 students have been admitted due to the new system slowing down the process. A suggestion was made to push the date back, but no specific date was determined. Other issues, slowing the process could be that students are missing parts of the application. Sua will develop a letter to send to the students regarding admission.

Marson discussed the requirement for each program to develop an assessment workbook. The Assessment Committee will meet on November 11. Marson will ask Harer if he will attend the meeting with her.
Sua has reserved the Green room for the Fall Graduation Reception Friday, December 16. The reception will be at 11:30 am to 1:00 pm. Sua will ask Glass at the department meeting if other programs would like to be included. We must spend at least $200.00 to use the Green Room.

Harer has agreed to be a Marshall at graduation.

Yontz gave an update on the faculty search. There were 21 applications and 8 were selected. At this time references are being checked.

Marson mentioned that the student chapter is going host the annual book drive. The books collected will be sent to a library affected by Hurricane Matthew. Yontz suggested Princeville Elementary School. Sua suggested asking the College of Education Department to contribute as well.

Dotson announced that the scholarship application dates are November 1, 2016 through January 17, 2017.

Marson gave an update on the webpage. The webpage has not been fully updated with current information and links. Marson has sent syllabi and spring course schedules to be uploaded and will continue to create tickets for additional items.

Dotson shared that she received a letter stating that the NCIPLEDS grant was ineligible because the cost share was not met. The budget will be reexamined and then resubmitted.

Respectfully submitted,
B. Strecker