Minutes recorded by: Venesha Rosseau

Present: Garcia-Nevarez; Alexander, Borunda, Brostrand, Chavez, Chung, Ciraulo-Stuart, Cowan, Deaner, A. Gonzales, Goodwin, Henderson, Heilig, Holland, Liles, Loeza, Lozano, Raskauskas, Reveles, and Stone; Rosseau

I. Approval of the Agenda: Stone, A. Gonzales 2nd
   Item Added: Travel Deadlines Reminder

II. Approval of the Minutes: A. Gonzales, Brostrand 2nd, and Raskauskas Abstained.

III. Chair Updates:

  Presidential Search Forum
  President Alexander Gonzalez will retirement at the end of the current academic year and the CSU Board of Trustees has launched a nationwide search for his successor. The search committee will host an open forum on Wednesday, Dec. 3, 10am-noon in University Union Ballroom I. The campus community is invited to visit the presidential search web page (www.csus.edu/presidentialsearch), and submit their comments about the desired qualities and qualifications for the next campus president.

  Faculty Request for Services
  Requests can be made at: http://www.csus.edu/coe/forms/faculty-staff.html. Below are examples of things to consider when making requests:

Parking Permits
- Allow 5 days if picking up at an Information Booth or UTAPS.
- Allow 10 days if picking up at APS – Eureka 401 (Interoffice mailed from UTAPS to APS).
- Allow at least 14 days if being sent to recipient by U.S. Mail. (Interoffice mailed from UTAPS to APS to Central Receiving to U.S. Post Office)

Room Requests
- For Central Campus Rooms, allow at least 12 business days for processing. (Staff process and must submit to Space Management no later than 10 business days before).
- For CoE Controled Rooms, allow at least 5 business days for processing. (Rooms must be cross-checked in the system and some rooms require the Dean’s approval).
Copy Requests
- Allow **2 days** for copy requests to be completed.

Please allow time for processing your requests for services, events and materials from Academic and Program Services.

**Travel Deadlines Reminder**
The following are Travel Deadline dates to keep in mind when submitting requests. Requests should be submitted to Program Faculty Support staff, Don and Susana:

- Notify COE Staff as soon as possible of upcoming travel (Funded or Unfunded)
- Obtain International Travel Insurance – 60 days prior to travel date (Funded or Unfunded)
- Submit International Travel Justification – 45 days prior to travel date (Funded or Unfunded)
- Submit Domestic Travel Justification – 30 days prior to travel date (Funded or Unfunded)
- Submit Travel Expense Claims (with all receipts) – 1 week after travel completion

**COLLEGE OF EDUCATION FINAL SUBMISSION DEADLINE DATES**
- Last day to submit International Travel Justifications – March 20, 2015
- Last day to submit Domestic Travel Justifications – May 1, 2015
- Last day to submit Travel Expense Claims (with all receipts) – June 12, 2015

**Plagiarism Tool**
http://turnitin.com

To gain an access login, individual faculty members need to email Matthew Kay – mkay@csus.edu Academic Technology and Creative Services (ATCS). He will create a username and temporary password for Turnitin.com. Allow 20 minutes for the process to be completed.

**IV. Other Updates:**

**Ed.D. Program:** Dr. Heilig, in cooperation with two MBA students, developed a Marketing and Outreach Plan (distributed) for his program. The plan will be shared with the college in January.

**TAC:** The TAC committee has agreed to share posting authority for the CoE Facebook page among Steve O’Donnell and Drs. Chia-JungChung, Elisabeth Liles and Raven Pan. Dr. Liles has doubled the amount of “Likes” in one week. Feel free to contact her if your program would like to post information. Any questionable information will require a Branch Chair approval. Please note that all other CoE or Program related Facebook pages should be disabled.

**AER³O:** The Spring 2015 admissions cycle for Child Development and Special Education is complete and the GARs are almost completed. The Fall 2015 admissions cycle is open and the supplemental application is on the OGS website.
For Program Interest/Career advising, students should review the CoE website before they attend an Information Night session. They can also meet with the AER3O staff in Eureka Hall 437.

V. Guest Speaker: Amy Liu, Director, Office of Academic Program Assessment (OAPA)

**Topic: Assessment**

**Brief overview of Program Assessment Report:** The annual academic program assessment can focus on 1 or a few PLOs each year and the purpose of annual assessment is to improve student learning.

*Hand out 1: Important Considerations for Program Review & Assessment.*

Dr. Elisabeth Liles: Counselor Ed has three specializations: School Counseling, Career Counseling and Marriage and Family Therapy. Career has 12 learning outcomes, MFT 11 and School 15. EDC faculty assesses three Program Learning Outcomes (PLOs) each year and that are closely aligned with the value rubric. Their assessment measures focus on key points throughout the program. They review the assessment data for the Pre-practicum (mid-term and final), practicum (mid-term and final), fieldwork (mid-term and final) and the culminating experience (exam). There are rubrics for each point of focus and each point aligns with the learning outcomes. EDC also uses Class Climate, a CSUS Survey of courses and easy to set up for academic and institutional research.

**Sacramento State Baccalaureate Learning Goals:** The VALUE rubrics should be modified used for the graduate level learning outcomes.

*Hand out 2: Sacramento State Baccalaureate Learning Goals*

**Choose one PLO for GPSE MA programs this year (VALUE Written Communication):** All MA students are required to develop their written communication skills. Dr. Lui suggested our MA programs focus on written communication this academic year. The assessment tools include but are not limited to: literature review, thesis, and capstone assignment in writing intensive course or other core courses.

*Hand out 3: VALUE Written Communication*

**Resource:** Office of Academic Program Assessment Website [http://www.csus.edu/programassessment/index.html](http://www.csus.edu/programassessment/index.html)

VI. Reports/Announcements:

**Institutional Review Board – Raskauskas:**

Below is the process on how students should apply for Human Subjects Review. This is not to be confused with the EDTE 250 Proposal Form:
1. Upon faculty approval of their methodology, students must fill out the Human Subjects Research Application on the university website: http://www.csus.edu/research/researchintegritycompliance/humansubjects/formsprocedures.html

2. Completed Human Subjects Application forms need the signature of the faculty advisor.

3. The application along with all supporting documents, including consent forms, questionnaires and/or interview questions, NIH training certificate, etc. must be scanned into a PDF and email it to the committee chair (Dr. Juliana Raskauskas, jraskauskas@csus.edu) with the title: COE Human Subjects Review – STUDENT’S LAST NAME in the title of the email. (There are copy machines in the library that can scan to PDF, as well as computer labs that will allow document to be converted to a PDF. Students can contact Dr. Raskauskas if they experience problems in preparing the materials.

4. Within 24 hours of submission students will receive an email from the College Committee confirming receipt of their application.

**SCS Children’s Book Drive – Liles:**

The Student Counseling Society is holding a New/Gently Used Children's Book Drive (Ages 0-18). Please help with their goal of accumulating 100 books for the Library Corner at Shiloh Arms After-School Program. You can donate by visiting their convenient drop off locations on the 2nd, 3rd, & 4th floor of Eureka Hall (Boxes near the elevator) or contact Dr. Liles for pick up.

**VII. Important Dates to Remember:**

- December 5 – Theses/Projects/Comp Exams Due to OGS
- December 15-19 – Finals Week
- December 19-20 – Commencement
- December 25-January 1 – Winter Recess (Campus Closed)
- January 2 – Fall 14 Grades Due.

**VIII. Future Meeting: COE Sp15 Retreat, January 21, 11-12pm**

Meeting Adjourned: 2:45p.m.