Minutes
College of Education Faculty Meeting
April 24, 2015
CEB 205
10:00 a.m. – 12:00 noon


Proxies: Jeffrey Shih for Travis Olson, Maggie Huerta for Tracy Spies, Kim Nehls for Doris Watson, Wendy Hoskins for Katrina Harris, Carolanne Kardash for Gwen Marchand, Joseph Morgan for Josh Baker, Cynthia Carruthers for Tom Pierce, David Vallett for P.G. Schrader

Absent: Lisa Bendixen, Greg Levitt

I. Welcome

II. Approval of Minutes 2.20.15
   David Gillette motioned to approve the minutes and Chyllis Scott seconded. All were in favor. No abstentions.

III. Approval of Agenda – April 24, 2015
Dr. Cynthia Carruthers motioned to approve the agenda and Dr. Shannon Smith seconded. All were in favor. No abstentions.

IV. CCSD IRB
Nathan Trenholm – Director of Research and Accountability with CCSD and Kent Sabo presented the following information about CCSD research efforts and the changes that are taking place regarding the application process. CCSD wants to build a research partnership with UNLV to improve education for students within CCSD. The challenge is, how do we promote common goals and common understandings and research in general for the schools? Assessments and data are constantly changing, definitions of data are constantly changing and all of these things affect outcomes and goals. CCSD is switching from CRT to SBACK assessments for grades 3-8. Previously, the common core was being implemented into the CRT assessment. So the assessment has been changing over time and there was no way for someone doing research to know that. People applied to do research, and data went out to them with no context or meaning behind it. So in addition to changing the process to do research, CCSD is also doing a lot of internal work to change the way they support research. Some of the changes include creating a data warehouse that adds clean, valid data over time; and creating a meta data system to share context to the meaning behind the data. So when elements or assessment change, researchers have access to the information so they can make more valid conclusions. Proficiency rates may not have gone down because some program wasn’t working, but rather the content of the assessment changed. The research problems CCSD has been trying to resolve is, how do we insure the research that is conducted in CCSD is used by practitioners and decision makers within the District and is useful to CCSD. CCSD wants to make sure that researchers who are doing research have access to the data and meta data that gives it context and meaning. Research being conducted in CCSD should be transparent and engaging to all stakeholders. One of the problems was there was a paper application process that people would submit to conduct research, they would conduct their research and it was never tracked or engaged by anyone, never used by decision makers or sent to the schools. There wasn't a way for someone to look at what research was being conducted or what research had been completed and then access it and see it. So the new research application is a method to help engage all stakeholders in the research process and give them access to what research is being conducted, what research has been completed so they can access it and for the people who are sponsoring research in our district, they have access to see where in the process is the research they have sponsored. What was happening is that people weren’t aware of the research they sponsored and would call in to inquire about the projects they sponsored and the status of their projects. What is needed is to create something
that supports more research activity while the resources to support it remain constant. The CCSD research department currently has two researchers and a Secretary. Due to the shortage in personnel, not a lot of research was able to be conducted and analyzing data or conducting research because more time was spent on administrative tasks. CCSD wants to change the process to engage more people and at the same time support more work. So part of the push for change is about the District moving from the usage of data strictly for compliance and use the data for insights, that improves decision making and program evaluation, etc. Historically, data was treated as whoever needed it for whatever compliance issue, it was used for in that moment, with no real collection of context or meta data. It was difficult to gather historical data for research or for any type of evaluation. The ability to gather historical data and evaluate the data is in the process of being created. CCSD is in the process of setting up a data Governance practices within the District, setting up a Meta Data System to house the information, and create a new Research Application Process. The goal is to get more eyes on research, more support in research and more people engaged in research and build partnerships between CCSD and UNLV where people are sponsoring research, conducting research and see who is doing what in the process and better connect with the work that lies ahead.

Kent Sabo presented the beta version of the application process that is anticipated to roll out in two weeks. He reviewed the steps the applicant will need to complete. Embedded videos will be available to assist with the online application process. The first thing the applicant will see, is the Letter of Intent form which they will follow the prompts to submit their application. The application will be seen in the dash board to review and by clicking on “action” the application can be edited. Once the application is approved, updates can be made. The application approval process takes a little time due to only having two researchers. In the past, it took 3-4 weeks. The new application process should take less than 3-4 weeks. In order to move your application through more quickly, it is best to find someone to sponsor your research within the District. The sponsor must be a principal or director level or above. Applications are reviewed weekly to make sure the goals of the research meet the six indicators of student success. The IRB should be completed prior to submitting a research application.

The next step is to coordinate and work together to accomplish the research that CCSD and the COE wants to conduct that doesn’t align 100% with the research focus of CCSD and the College of Education.

Meta data repository is a long term project to collect data about their data. It will not be completed in the near future. CCSD is currently
working to develop an internal system utilizing Microsoft SharePoint. The priority will be coding and cleaning up the data that the district controls (i.e. not vendor data). The obligation of the sponsor is to approve and use the research. There was a question and answer period. CCSD is looking for graduate students to work as interns to assist in the management of the research application and review process. CCSD is looking for more Committee Reviewers. Anyone interested in being a Committee Reviewer should contact Nathan or Kent at 702-799-1041.

V. Wonda Riner, Digital Measures
Karen Grove is the COE Representative for Digital Measures and any questions can be directed to her. Digital Measures is for Faculty Activity Tracking. The information that gets entered into Digital Measures comes from the faculty member. Digital Measures allows for information to be entered for collecting information, one time, thus improving efficiency and for multi-purpose use. Steps are being taken to import data so the data won’t have to be imported for every class that a faculty member has taught. The purpose of Digital Measures is to have information in one central location. There are no cross unit standards for how information is collected and no university wide comprehensive system that can be tapped. Duplicate requests for information comes from the Provost Office, the department and the system for the same information. Steps are being taken to improve the efficiency so you enter information only one time and use it for various reports. Digital Measures allows the user to enter their accomplishments/information as it happens instead of waiting until the end. Sixty percent of the 500 largest institutions with the highest enrollment utilizes Digital Measures in the United States. UNR has been using Digital Measures for the past five to six years. Information in Digital Measures is customizable for each institution and can be changed over time as needed. Digital Measures can be used by Department Chairs to generate departmental and college reports. Most of the issues with the January roll out have been rectified. Wanda is working on how to label things that will be incorporated into the report(s). Fields are being reviewed to make sure they are correct and what is actually needed. A survey was sent out to over 400 faculty who added or edited information and 130 people responded. The report will be available in the near future. Most people liked Digital Measures in the current form in comparison to the PDF form. Over the summer a video tutorial will be available for training if you are not able to attend an in person training. The clickable table of contents was fixed on the Mid-Tenure Report. Most people don’t like to have information automatically linked because auto linking of publications does not allow for making changes, updates or adding information. Wanda is the only person who can make changes in Digital Measures regarding publications. Wonda hopes to plan a Fall Retreat to spend more time with faculty members to learn the ins and
outs of Digital Measures. Training sessions are currently scheduled on a weekly basis and more training sessions can be found on the calendar. Special training sessions for individuals or departments can be scheduled with Wonda by contacting her directly at 895-0730. Any questions can be directed to Karen or Wonda by emailing or calling.

VI. Liz Spalding, Summer Holocaust Education Institute
“Always Remember” is scheduled for June 10-12 here on campus. The highlight of the institute is interacting with holocaust survivors. There is only room for 50 people. The conference registration fee is $150. The cost for students is $135. There is a 10% discount for college/university students. A professional development credit is available for a nominal additional fee. Registration ends on May 12th. Attendance is encouraged by middle and high school English teachers, interdisciplinary teams, and individuals interested in expanding their knowledge and understanding of the Holocaust. For registration and more information go to http://always rememberinstitute.com

VII. COE Celebrations
- Matthew Bernacki is the proud father of a baby girl, Juliet Marie Bernacki, born on March 19 and weighing 9 lbs 11 Oz.
- The COE star-studded team was recognized for their contributions on the faculty awards committee
- Dr. Travis Olson’s has a new book out entitled Ratios and Proportions into Practice
- Dr. Joe Morgan is the recipient of the 2015 Outstanding Association Faculty Award and received a $1500 scholarship to be awarded to an undergraduate or graduate student as a result of receiving this distinguished award.
- Dr. Cliff McClain - Recognized as the Post Secondary Teacher of the Year from ACTE Region 5 - Representing 16 western states
- Dr. Kim Nehls – She has a publication featured in USA Today and on the COE facebook page which is the highest trending topic on the facebook page. Her publication is a result of the power writing workshop she attended. She wrote a story for the New Normal for Students in Higher Education - The Non-Traditional Student.
- The National NPR called recently and said they were going to do a story on the CCSD teacher shortage. Dean Metcalf, Dr. Quinn and Dr. Morgan will be featured in this story
- COE Representatives were thanked for their service on the various faculty senate committees
- Chant H. Kazandijan from Lebanon, a Fulbright Scholar was admitted to the CED program
- Tamaki Horiuchi from Japan scored number two in the nation for top scores. This year she scored 121 on the National Comprehensive exam. The highest score ever achieved was 123. This puts her in the 98th percentile.
Rebel Academy – A summer opportunity exists with the John Fremont office downtown for ARL candidates to help them get through their practicum from June 8 - July 2nd. A total of 24 ARL practicum opportunities available. 120 7th and 8th grade students are needed to make this a success. There are great STEM numbers this year - 9 math, 7 science, and 8 English.

COE students were recognized for doing an outstanding job with presenting at the AERA National Conference

COE Faculty Awards will be held on 4-24-2015 at SEB @ 2pm

COE Retirement Celebration is on 5/4/2015 @ 11:30 at T & M Board Room. Lunch will be served.

COE Spring Doctoral Celebration held on 5/15/2015 @ 4pm T & M Board Room

Doc Students who are making a huge difference globally and nationally were highlighted

VIII. Dean’s Advisory Committee – Dean’s Evaluation

The following summarizes the methods used, strengths, analysis and actions and areas that need improvement. The Dean’s performance was evaluated by the COE Faculty and Staff. The information was collected by Conrad Oh-Young and presented by the Dean’s Advisory Committee. Dr. Carruthers presented the following information at the COE Faculty Meeting.

METHODS USED

• Measure
  - 5 subscales:
    • Vision, goal setting, action
    • Unit diversity and climate
    • Leadership in field
    • Building partnerships
    • Acquiring and allocating resources
  - Same scale was used to draft the Position Announcement for the Dean’s search, i.e., Role of the Position.
  - 21 items; 5 point Likert scale {1=Unsatisfactory, 5=Outstanding} Not applicable, Don’t Know
  - Followed by open-ended question after each item asking for recommendations for improvement {skewed}
  - Strengths & Areas in Need of Improvement and “anything else you would like to add”
STRENGTHS
⦁ Caring, accessible, energetic, hard working and intelligent.
⦁ Proactively engaged in strategic planning to move us forward. Has taken action to accomplish the strategic plan, e.g. hiring an AA for grant administration.
⦁ Cultivating important external working relationships with CCSD and state organizations.
⦁ Engaged in important advocacy on local and state level.
⦁ Seems to have a good understanding of the issues facing education, both locally (learning curve) and nationally

METHODS
⦁ Participants
   o 78 email invitations sent to faculty
   o 63 surveys started but not completed
   o 54 surveys completed
⦁ Processes
   o All full-time faculty and staff received an e-questionnaire (Qualtrics) on 2/10/2015
   o Follow-up reminder sent on 2/23/2015
   o Survey was closed on 2/24/2015

ANALYSIS and ACTIONS
⦁ We calculated the medians for each items, in addition to means, and standard deviations reported from Qualtrics for each item.
⦁ We identified the themes in the qualitative data (281 total responses to open-ended items).
⦁ We sent the evaluation results to the Dean
⦁ We sent an executive summary to the Provost, as directed in the Bylaws.

AREAS IN NEED OF IMPROVEMENT
⦁ Provide more regular updates of advancement of the strategic plan; have collaborative discussions with faculty relative to the advancement of the plan
⦁ More fully understand the focus and work of units and their faculty in order to better support and represent them internally at the university and to external constituencies
• Engage in more proactive pursuit of diversity hires, as well as advancement of qualified faculty from under-represented groups into leadership positions
• Value and resource all areas/units of the college fairly
• Advocate more effectively for faculty lines, including FIR/clinical lines, and the other resources necessary to support high quality research and instruction
• We are all unavailable next year to serve on the Dean’s Advisory Committee.
• We believe Provost is conducting 3-year evaluation of the Dean next year; s/he may be soliciting faculty input as part of that process

IX. COE Dean, Dr. Kim Metcalf
The Dean gave an overview and update of the last 22 months since he became the Dean, which will follow. He shared that the college has a great group of early and mid-group of professors. He indicated that resources are given based on growth not on need. ARL enrollment is up and graduate enrollment is down just a little. The Dean indicated that he will set aside funds for recruitment at the department and college level for future recruitment. The Dean shared that moving forward, he will work to recruit a more diverse faculty and attract students of color and will build stronger relationships with schools.

The Dean updated faculty on the Executive Associate Dean search. He indicated that an offer has not been made to Dr. Danica Hays who is the top candidate. She requested to come in as a Full Processor with Tenure which will need to go through the approval process and voted on by the search committee. If all goes well, an offer will be made the week of April 27th.

Dean Metcalf responded to the Dean’s Evaluation as follows:

What Were the Original Goals/Expectations?
When the Dean was hired, he indicated he would:
➢ Nurture relationships & build partnerships with key internal and external stakeholders
➢ Support innovation and creativity in programming, research and operations
Increase the visibility and impact of the College in the spheres of policy, practice and research

What Were the Key Issues Noted by Faculty?
- “...we've been through several really difficult years... don't want to look back... someone to lead us forward...”
- Clearer vision and direction toward future
- Greater infrastructure and support for external funding
- Improved relationship with CCSD, upper administration
- Greater support of Assistant and Associate Professors

What Were Key Expectations Noted by Upper Administration?
- Increase research funding
- Improve external image and visibility of College
- Build infrastructure to support development
- Grow enrollments, especially doctoral graduates

The Data Sources used to evaluate the Dean were
- Dean’s Advisory Committee
- Evaluation by the Provost
- College Records & Data

How Have I Done?
- Comparatively high marks for external work
- Comparatively lower marks for internal work

Areas of Acceptable Performance
- Relationships with external stakeholders
- Visibility and public perception of COE
- Establishing vision and strategic plan
- Efficiency & production in area of development
- Infrastructure for sponsored research

Areas of Concern
- Communication with internal audiences
- Increasing diversity of faculty and students
- Support & development of Assistant/Associate Professors
- Enrollment growth

Plans to Improve
- Formalize strategy for communication
- Allocate resources to support recruitment efforts at the department and college levels
- Allocate resources to support internal seed grant program

X. Executive Associate Dean, Dr. Jane McCarthy
Dr. McCarthy thanked everyone who has been able to attend and support our candidate receptions in recent weeks. Currently, there are two ongoing searches, one for ELL (Educational and Clinical Studies) and one for EPHE. The Tenure & Promotion committee will meet on May 1st to review mid-Tenure bylaws to make sure the bylaws align with Tier 1 status as it relates to production. The T & P committee has asked all of the departments to submit their bylaws to the committee for review and make sure they are consistent with Tier 1. We need to make sure all new Faculty have a strong support system in place to ensure their success as it relates to securing external grants, publications, etc. The committee will meet again to discuss the bylaws. The committee is working diligently to complete mid-tenure reviews during this busy time of the year. Dr. McCarthy reminded and encouraged everyone to attend the commencement ceremony on May 16th. Cirque du Soleil will provide a special show at the commencement ceremony. President Jessup wants to change the format of commencement to make it more user friendly and more student centered.

XII. Associate Dean, Dr. Shannon Smith – no report

XIII. COE Committee Chair Reports
   b. Bylaws – Sherrie Strawser – no report
   c. Curriculum – Alice Corkhill
      i. the last COE Curriculum committee meeting is scheduled for May 14 if you have items for that meeting they need to be submitted to Alice two weeks prior to the meeting. Items submitted after 4.30 will be considered in the fall.
   d. Graduate Studies – Neal Strudler – no report
   e. Merit Review – Michael Nussbaum – no report
   f. Promotion & Tenure – Steve McCafferty / Greg Schraw
      i. Mid-tenure reviews
         ii. Task force / Tier 1 considerations
   g. Scholarship & Honors – Lisa Bendixen – Awards celebration
   h. Teacher Ed, Licensed Personnel, and Experience – Linda Quinn
      i. Faculty Senate – Vicki Rosser
         Vicki acknowledged those individuals for stepping up and volunteering to contribute their time to the various university
senate committees. She also thanked everyone for their attention to and voting on the recent bylaw changes that were suggested by the Faculty Senate. Wendy Hoskins, Vicki Rosser, John Filler testified at the Board of Regents meeting where they offered public comment regarding the quality of our health care and how the state legislature wants to use the $30 million surplus for other costs and services at their discretion. The Board of Regents was made aware that there has not been a COLA increase in 6 years. Regent, Elsa Stevens, who recently attended Vicki Rosser’s governance class, supports stopping the Legislature from using the $30 million dollars the way they want. There will be more bylaw changes in the Fall.

XIV. New business
Announcements – COE Faculty Awards is scheduled at 2pm today! The following COE faculty were presented with awards for their hard work, dedication and service.

❖ **Faculty Opportunity Award - Presented by Dean Metcalf**
  - Michael Nussbaum, PhD
  - CarolAnne Kardash, PhD
  - David Vallett, PhD
  - Chyllis Scott, PhD
  - Ian Dove, PhD (UNLV Philosophy Department)
  - Margarita Huerta, PhD
  - Nicole Krimow (CCSD)

❖ **UNLV Alumni Association Outstanding Faculty Award**
  - Joseph Morgan, PhD (Presented by Lisa Kelleher, PhD (COE Alumni Association Board Member)

❖ **COE Promotion & Tenure – Presented by Dean Metcalf**
  - Gwen Marchand, PhD – Associate Professor
  - Travis Olson, PhD – Associate Professor
  - Emily Lin, PhD – Professor

❖ **COE Faculty Awards – Presented by Lisa Bendixen (Chair of the COE Faculty Awards Committee)**
  - Early Career Award – Joseph Morgan
  - Distinguished Teaching Award – Jeffrey Shih
  - Distinguished Service Award – Nancy Lough
  - Distinguished Research Award – Kyle Higgins
The next COE Faculty meeting will be scheduled for fall semester, as the Dean has a meeting scheduled for May 8th from 10:00am to Noon in rooms CEB 203-205.

Samantha Godfrey encouraged Faculty to get their materials requests to her within the next two weeks so the CML and Lied Library don’t lose their funding.

Samantha will email information about the upcoming Teacher-Librarian Institute for Integration of Research into the K-12 Curriculum workshop. The workshop will give librarians an opportunity to design research based/ intensive assignments, authentic assessments and evaluate rubrics in collaboration with a teacher from their school, in order to build developmental information literacy learning into the curriculum. The workshop is scheduled for August 11 – 13, 2015 at the Lied Library. Each attendee will receive a $500 stipend for their participation. The workshop is open to all elementary, middle and high school Librarians/Teacher teams. Continental breakfast and lunch will be provided at all sessions. For more information or if you have questions, contact Amanda Melilli at the Curriculum Materials Library at Amanda.melilli@unlv.edu. Your support is greatly appreciated with recruitment.

XV. Adjournment